

Daily Expressions  
and  
Word-study  
in  
Conversation



# Daily Expressions and Word-study in Conversation

Ungkapan Sehari-hari Dalam Bahasa Inggris  
Untuk: Masyarakat Umum, Pelajar, Mahasiswa,  
Dosen, Wiraswastawan

Compiled By:

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(A TESOL Participant at TESOL Convention Tampa City  
Florida & Washington D.C. 2006)



Kelompok Penerbit Perdana Mulya Sarana

## **Daily Expressions and Word-Study in Conversation**

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Dilarang memperbanyak, menyalin, merekam sebagian  
atau seluruh bagian buku ini dalam bahasa atau  
bentuk apapun tanpa izin tertulis dari penerbit atau penulis

# DEDICATION

*Specially Dedicated to the Memory of my Eldest son  
Azmy Zairany (1978-1999),  
Those Who Love each other in Their Life and  
Also the Former Unforgettable Students of:  
"Trendy English Institute Plus Medan"  
May God Bless you All!*

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# KATA PENGANTAR

## PD - I FKIP UNIV. ATMAJAYA, JAKARTA

DR. Johannes H.M.

Dalam menghadapi Era Globalisasi saat ini, tampaknya tak dapat dipungkiri bahwa peranan Bahasa Inggris sebagai bahasa komunikasi internasional sangat dibutuhkan sekali terutama bagi mereka yang berkecimpung di dunia akademis, bisnis, pariwisata, hubungan internasional, pendidikan dan sebagainya. Oleh karena itu usaha dan hasil karya saudara Anwarsyah Nur dalam menyusun buku yang berjudul *“Daily Expressions and Word-Study in Conversation”* ini pantas dihargai sebagai sumbangan bagi khazanah ilmu pengetahuan.

Perlu diketahui bahwa selama ini kelemahan-kelemahan kita lebih banyak mempelajari Bahasa Inggris sejak tingkat SLTP hingga Perguruan Tinggi terfokus secara teoritis saja. Oleh karena itu dengan metode *Three in One* yang dianjurkan oleh penulis yakni: *Memahami* (to understand) kemudian *Menghafal* (willing to learn by heart/to memorize) dan selanjutnya *Mempraktikkan* (to practice) kosa kata yang terdapat dalam buku ini secara langsung,

Insyallah para Pembaca akan berhasil berkomunikasi Bahasa Inggris dengan baik.

Sebagai sesama teman dimana saya dan Sdr. Anwarsyah Nur merupakan duta Indonesia dalam mengikuti Program TESOL (*Teachers of English to Speakers of Other Languages*) Convention di Tampa City, Florida dan Washington DC. Maret-April 2006, atas undangan Pemerintah Amerika Serikat via US. Department of State, secara pribadi saya cukup mengenal beliau sebagai penulis yang aktif, dimana tulisan-tulisannya dengan gaya bahasa yang sederhana mudah dicerna dan dipahami tidak saja oleh orang awam tetapi juga dari kalangan akademis seperti pelajar, mahasiswa dan lain-lain.

Namun demikian, sebagai *humankind*, kita tidak terlepas dari kelemahan dan kesilapan. Tetapi suatu hal yang pasti, bahwa beliau sebagai dosen telah berbuat sesuatu untuk almamaternya. Hal ini dibuktikannya dengan karya-karyanya yang sudah lebih dari 10 (sepuluh) publikasi dalam bentuk buku. Itu lebih baik ketimbang tidak berbuat sama sekali, *"Something is better than nothing"*. Sebab, sebagai orang yang sudah lama berkecimpung di dunia perguruan tinggi, saya melihat bahwa sebagian kalangan akademisi lebih suka mengkritik orang lain ketimbang menghasilkan karya-karya yang bermutu dan dapat dibaca oleh orang lain. Memang seperti kata pepatah Inggris, *"It's easy to criticize, but it is difficult to create"*, kita mudah mengkritik

dan mencela orang lain, tetapi kita sering sulit untuk membina maupun melakukannya sendiri, suatu hal yang menurut saya merupakan perbuatan yang tercela dan tidak baik khususnya dalam dunia pendidikan.

Sebagai akademisi di FKIP Universitas Katholik Indonesia Atmajaya Jakarta, saya menghimbau agar para dosen khususnya di IAIN– SU dan lainnya dapat membuat karya-karya tulis lainnya yang sesuai dengan bidangnya masing-masing.

Di Universitas Katholik Atmajaya ada suatu istilah bahwa seorang itu bukan disebut dosen apabila tidak menerbitkan karya-karya yang sesuai dengan bidangnya seperti dalam bentuk buku dan lain-lain. Hal inilah yang kemudian mendorong semua dosen di Atmajaya untuk menulis. Kita menyadari bahwa sebagai manusia kita pasti tidak terlepas dari kesilapan-kesilapan dan kekurangan.

Oleh karena itu, sekali lagi saya sambut dengan suka cita penerbitan buku ini. Semoga pada masa-masa yang akan datang saudara Anwarsyah Nur dapat lagi menghasilkan karya-karya tulis lainnya yang bermutu dan meningkatkan kualitas seni tulisnya terutama dalam Bahasa Inggris.

Kampus Univ. Atmajaya Jakarta, 17 Agustus 2006

ttd

**(DR.Johannes H.M.)**



## KATA PENGANTAR

Dengan pesatnya industri pariwisata yang sedang digalakkan oleh pemerintah kita, tampaknya Bahasa Inggris sebagai salah satu bahasa internasional semakin kita butuhkan baik dalam berkomunikasi dengan mereka sebagai wisman maupun sebagai penunjang bagi kita dalam menggali ilmu pengetahuan dan teknologi. Oleh karena itu penulis mencoba untuk menyusun beberapa ungkapan (*expressions*) dan Studi-kata (*Word-Study*) dalam percakapan Bahasa Inggris sehari-harian yang diambil dari Literatur yang dapat dipertanggungjawabkan, juga berasal dari pengalaman-pengalaman penulis sendiri ketika mengadakan Study Tour di Luar Negeri.

Perlu kami jelaskan bahwa kata-kata yang terdapat dalam buku sederhana ini adalah merupakan kata-kata atau istilah yang bersifat umum dan standar (baku). Buku ini sesuai bagi mereka yang ingin mempelajari Bahasa Inggris secara umum, serta akan lebih baik apabila buku ini menjadi penunjang buku bahasa Inggris yang disusun penulis yakni “*Simple and Basic Grammar*”.

Seperti kata pepatah “*Tiada Gading yang tak Retak*”. Dalam buku inipun kemungkinan terdapat

kesalahan disana-sini, dalam hal ini penulis akan menghargai kritik dari pembaca yang bersifat konstruktif.

Kepada Penerbit Citapustaka Media Bandung yang telah sudi menerbitkan buku ini, saya ucapkan terima kasih. Kami berdoa semoga usaha penerbitan ini akan terus memperoleh kesuksesan khususnya dalam menerbarkan ilmu pengetahuan di tengah-tengah masyarakat. Amin, Semoga.....

**Anwarsyah Nur**

# KATA PENGANTAR

## (Edisi Revisi)

Sebagai bahasa yang paling populer di dunia, Bahasa Inggris terus mengalami perkembangan yang begitu pesat sehingga tidak hanya berkembang di negeri asalnya seperti Inggris namun juga berkembang di negeri-negeri lain seperti Amerika, Australia, Selandia Baru, Kanada dan juga di negara-negara ex jajahan Inggris seperti India, Afrika Selatan, Singapura dll. Konsekwensi dari perkembangan tadi memunculkan istilah-istilah baru terutama dari Amerika Serikat sebagai Negara Adi Kuasa (*Super-power*) yang sangat banyak mempengaruhi penggunaan bahasa tersebut. Oleh karena itu dalam buku ini sebagai edisi baru terdapat beberapa tambahan istilah yang sering digunakan dalam percakapan Bahasa Inggris. Buku ini sengaja disusun sedemikian rupa terutama untuk kebutuhan para pelajar, mahasiswa, pengusaha maupun masyarakat umum yang ingin secara serius dalam mempraktekkan Bahasa Inggris sebagai bahasa komunikasi internasional. Oleh karena itu dibutuhkan keseriusan para pembaca untuk menggunakan metode *Three in One* yakni *pertama*, memahami (*to understand how to use*), *kedua*, sudi menghafal (*willing to memorize/to learn*

*by heart*), serta *ketiga*, mempraktikkan (*to practice*) langsung kosakata yang terdapat dalam buku ini. Lima belas UNIT kandungan buku ini berisikan ungkapan-ungkapan sehari-hari dalam penggunaan bahasa Inggris.

Perlu diingatkan bahwa anda tidak akan bisa berbahasa Inggris dengan baik tanpa mau menghafal kosakata bahasa Inggris. Oleh karena itu “*nonsense*” seseorang bisa cepat berbahasa Inggris tanpa mau menghafal, sebab bahasa Inggris bukan merupakan bahasa ibu kita dimana sejak masa kecil sampai dewasa ada di lingkungan kita.

Sebagai bahasa kedua (*The second language*) di negeri ini, kita harus sekali lagi memahami, menghafal dan mempraktekannya. Harapan penulis semoga buku ini dapat bermanfaat bagi anda yang serius dan punya cita-cita besar di masa depan. Kritik dan saran yang membangun sangat diharapkan demi perbaikan isi buku ini di masa mendatang.

Kepada DR. Johannes H.M. PD-I FKIP Universitas Katholik Indonesia Atmajaya Jakarta yang telah sudi memberikan kata pengantarnya terhadap buku ini, saya mengucapkan ribuan terima kasih atas kritik dan nasehatnya. Semoga kritik beliau akan membangkitkan lagi semangat saya dalam menghasilkan karya-karya lain yang bermutu.

Kampus IAIN-SU, Medan, Agustus 2006

Penyusun

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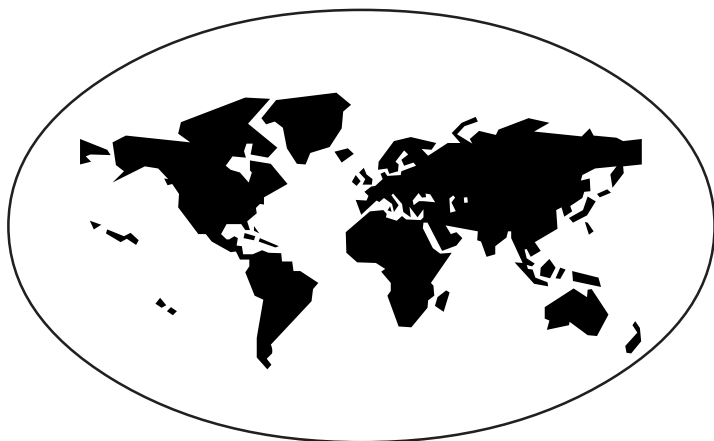
Special Thanks are due to all my former teachers/lecturers At *Elementary, Junior and Senior High Schools, Undergraduate and graduate Program* of State Institute for Islamic Studies North-Sumatera Medan who had been willing to support me to finish my study.

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May the Almighty God accept their willing Contributions. Aameen!

**Anwarsyah Nur**



## MESSAGES FOR READERS

(Pesan untuk para Pembaca)

**P**ara pembaca yang budiman, sebelum membaca dan mempelajari isi buku ini, sebaiknya para pembaca lebih dulu mengenal budaya orang-orang asing (*foreigners*) pada umumnya, yakni mana hal yang boleh maupun tidak boleh kita tanyakan. Hal ini dimaksudkan agar terjadi komunikasi yang baik antara kita dengan orang-orang asing tersebut. Artikel di bawah ini mungkin dapat membantu anda untuk mengetahui sedikit budaya asing dimaksud.

## SOME IMPOLITE QUESTIONS FOR FOREIGNERS

**(Inter-cultural Case)**

**G**lobal era is sometimes also called “Communication Era” by some mass-media. This is because the interaction among people all over the world mainly use English language as a communication tool. In this case, however, every nation has different culture or customs that we have to know. This case is important if we do not want to be stagnant in communication as we hope. In Global Era we will have to communicate with foreigners especially the native speakers of English like Americans, Australians, Canadians etc. So, if we want to improve our speaking ability, the best thing to do is to practice with the native speakers. But there are some impolite questions we should avoid asking, even if they are polite questions in Indonesian culture. Here are some examples:

- a. *Asking about Religion:* It is Ok to ask someone’s religion in Indonesian culture, for all Indonesians have a religion. But it is totally different from western culture where not all people have a religion.

- b. *Asking about Age:* Sometimes, we ask someone's age in an introduction. It is an ordinary question here. Indonesians will answer such questions but western people will feel uncomfortable. So, do not ask about age with foreigners.
- c. *Asking about Height and Weight:* Such a question is considered impolite for western people. So, the question, "How tall are you?" is not a polite question in English. If you ask such question, they may not answer you or they may not tell you the truth. They may answer, "Yeah, just as tall as you." or other words.
- d. *Asking about Marital Status:* In general it is considered impolite to ask about marital status. Some of western people cohabit (live together without marrying each other). When they feel that they can live together as a couple, they will get married. Some western people get married after they have got children. Remember Mick Jagger? The world famous rocker, he married his girlfriend Jerry Hall after they had lived together for more than ten years. So, never ask, "Is she your wife?"
- e. *Asking about Financial Matters:* It is vulgar to ask people about their financial status. They will feel that you are very impolite. You cannot ask a question about salary or money they have at that time. Apparently these are some things you must never ask western people. These topics



are considered impolite. Avoid them to practice English or communicate successfully. (*from many sources*)

**Note** : *the Western People consider someone's quality as more important than personal matters.*

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# UNIT - I

## EXPRESSIONS

**E**xpressions merupakan ungkapan-ungkapan atau istilah (*terms*) yang baku (*standard*) dan selalu digunakan dalam percakapan sehari-hari Bahasa Inggris (*daily conversation*) yang kadang-kadang mempunyai maksud lain dari arti yang sebenarnya (harfiah) misalnya: *Rubbish!*, dalam arti sebenarnya adalah “sampah” namun dalam *conversation* bisa berarti: “Omong kosong!”, demikian juga “Word-Study” yang pada hakekatnya keduanya tidak jauh berbeda. Perlu diketahui bahwa paket kedua ini sengaja dibentuk sedemikian rupa agar lebih mudah bagi kita untuk mempelajarinya. Karena contoh-contoh kalimat diberikan hanya singkat saja, maka diharapkan pembaca dapat mengembangkannya dengan sendiri tentunya dengan bimbingan seorang guru.

Perlu diingat bahwa Expressions juga merupakan *vocabulary* atau kosakata yang harus dihapal oleh siapapun yang ingin mempelajari Bahasa Inggris baik lisan maupun tulisan. Tidak ada alasan untuk tidak menghapalnya, karena *Expressions* merupakan ungkapan-ungkapan yang baku (*standard*) dalam Bahasa Inggris.

Berikut ini daftar beberapa expressions atau ungkapan sehari-harian beserta arti dan contoh dalam kalimat:

1. **nevermind** = *tidak mengapa, tidak apa-apa*. May I sit here , please ? Oh, nevermind. (digunakan kalau kita rela diperlakukan sesuatu hal oleh seseorang). Sorry friend, I used your pencil a minute ago. Oh, nevermind. *Maaf teman, saya menggunakan pinsil anda tadi. Oh, tidak apa-apa.*
2. **Of course! /absolutely! /certainly!** (di Amerika lebih sering menggunakan: **Sure!**) = *tentu saja*.
3. **Of course not!, certainly not!, sure not!** = *tentu saja tidak*.
4. **What impudent!, Deuce!** = *Kurang ajar!, Brengsek!* (di Amerika, kata” **Fuck you!** Lebih sering digunakan dan agak kasar dan kata yang dianggap kurang sopan)
5. **Oh, I see.** = *oh, begitu*. (bila kita memahami sesuatu yang disampaikan oleh seseorang). Every morning I do my exercise in the garden. Oh, I see. *Setiap pagi saya senam di kebun. Oh, begitu.*
6. **By the way** = *ngomong-ngomong ya, teringatnya*. By the way, who are you? *Ngomong-ngomong ya, kau ini siapa?* By the way, where do you live? *Teringatnya, dimana anda tinggal?*
7. **What for?** = *untuk apa?* (Kadang-kadang juga diucapkan **“For what?”**)
8. **Don’t be like that!** = *Jangan begitu!* Don’t

be like that man! *Jangan gitu dong!*

9. **Don't be like this!** = *Jangan begini!*
10. **Anything else?** = *Ada lagi? Yang lain?*
11. **Who else?** = *Siapa lagi?*
12. **How about ....? What about....?** = *Bagaimana tentang....? How about your mother? Bagaimana tentang ibumu? How about your preparation for examination tomorrow? Bagaimana tentang persiapanmu untuk ujian besok?*
13. **anyway, anyhow, however, somehow** = *bagaimanapun juga. Anyway you should not come late. Bagaimanapun juga saudara tidak seharusnya datang terlambat.*
14. **It's up to you!** = *Terserah kamu!*
15. **All right!** = *Baiklah! All right! We can start now. Baik! Kita bisa mulai sekarang.*
16. **So...** = *maka, jadi, lantas. So, you can stay here as you like. Jadi, anda dapat tinggal disini sesuka anda. So, what brings you here? Lantas, apa yang menyebabkan anda datang kemari?*
17. **Then..** = *kalau demikian... Then, why are you in love with my sister? Kalau demikian, mengapa saudara berpacaran dengan adik saya?*
18. **What's the matter? What's up? What's wrong? What is it?** = *ada apa? Ada apa gerangan? What's the matter with you? Ada apa gerangan dengan kamu?*
19. **What happened?, What's going on?** =

*Apa yang terjadi?*

20. **What happened to....?** = *Apa yang terjadi terhadap....?*
21. **What happened to your parents last night?** *Apa yang terjadi terhadap kedua orang tuamu tadi malam?*
22. **Hurry up!, Quickly!, Be quick!** = *Cepat! Lekas! Buruan!*
23. **That's right!** = *Itu betul!* That's right what you say! *Betul apa yang saudara katakan!*
24. **Terrible!** = *Waduh gawat!* Terrible! It's going to rain cats and dogs. *Waduh gawat! Hari hujan deras.*
25. **Just a minute!, Just a moment!, Wait a minute!, Wait a bit!, Wait a moment!,** = *Tunggu sebentar!*
26. **Not bad** = *lumayan.* (kata ini dapat diucapkan untuk apa saja seperti rumah, pribadi, pakaian, sifat dsb.). How are you? Not bad. How about Mr. Tom's house? Not bad.
27. **Unfortunately!** = *Malangnya! Kasihan!*
28. **Fortunately no** = *Untunglah tidak.* Didn't you go to Jakarta yesterday? Oh, fortunately no.
29. **Leave me alone!** = *Tinggalkan aku! Jangan ganggu aku!*
30. **Stop kidding!, No kidding!** = *Jangan main-main! Jangan bercanda!* (Bukan: Don't play-play!)



31. **Stop kidding me!** = *Jangan main-main ya dengan saya! Are you kidding? Apa kau main-main/bercanda?*
32. **Just kidding!, Not seriously!** = *Hanya main-main/bercanda! Nggak serius!*
33. **Are you joking?** = *Apa kamu bergurau? Kamu bercanda ya?*
34. **What do you mean?** = *Apa yang anda maksud? Apa maksud kau ?*
35. **I mean....** = *Saya maksud....*
36. **It's impossible!** = *Itu nggak mungkin!*
37. **I'm sure that....** = *Aku yakin bahwa....I am sure that I can speak English well in six months. Aku yakin bahwa aku bisa berbahasa Inggris dengan baik dalam enam bulan ini.*
38. **Are you sure that....?** = *Apa kau yakin bahwa....? Are you sure that she is interested in you? Apa kau yakin dia naksir dengan kamu?*
39. **I don't mean to...** = *Aku tak bermaksud untuk... I don't mean to go with you. Aku tak bermaksud pergi dengan kamu. I don't mean to blame you. Aku tak bermaksud menyalahkanmu. I don't mean to hurt you. Aku tak bermaksud untuk menyakitimu/melukaimu.*
40. **What, nonsense!** = *Apa, omong kosong!*
41. **I think....** = *Saya kira....*
42. **I think so.** = *Saya kira begitu.*
43. **Why not?** = *Mengapa tidak?*
44. **Let's....** (Let us....diikuti oleh infinitive

without 'to') = *Mari kita....Ayoh kita....!* Let's go now! = *Mari kita pergi sekarang!* Let us dine together! *Mari kita makan bersama-sama!*

45. **Rubbish!, Bullshits!** = *Omong Kosong!*
46. **Oh, my God!** = *Astaga! Ya, Tuhan!*
47. **That's good!** = *Bagus!*
48. **Keep silent!** = *Diharap tenang!, Jangan ribut!*
49. **Be quiet please** = *Diharap tenang!, Jangan ribut!*
50. **Don't make a noise here!** = *Jangan berbuat keributan disini!*
51. **Don't be noisy!** = *Jangan ribut!*
52. **Shut up!** = *Diam!* (biasa diucapkan sambil marah, dan kata ini agak kasar dan berasal dari "Shut your mouth up!" yang berarti "Tutup mulutmu!" dan dalam Bahasa Indonesia biasanya ketika seseorang mengucapkan kata ini bermakna marah)
53. **Take it easy!** = *Tenang! Sabar!....*(sering diucapkan untuk orang yang sedang marah, emosional, sedih, gembira dsb.) *Take it easy, man! Sabar, dong!*
54. **Are you all right?** = *Kamu nggak apa-apa ? Tidak apa-apakah kau?* (Are you OK?) = hanya diucapkan untuk teman yang akrab saja dan dalam suasana *informal*)
55. **Come on!** = *Ayoh!*
56. **That's all!** = *Demikianlah!, Sekianlah!, Itu saja!*
57. **What's a shame!** = *Sayang sekali!* What's a shame! She is a stupid girl. *Sayang sekali! ia*

*seorang gadis yang bodoh.*

58. **Nothing's the matter!** = *Semuanya beres!*
59. **Everything will be all right!** = *Segalanya akan beres!*
60. **Everything is going on!** = *Segalanya berlangsung mulus! Semuanya beres! Semuanya baik!*, kalimat lain yang sama: **Everything is running well! Everything is OK!**
61. **Nothing** = *tidak apa-apa.* (bukan : No what-what)
62. **Fantastic!** = *Luar biasa! Hebat!* (kata lain : **Great!, Remarkable!, Wonderful!, Amazing! Unbelievable!**) (mendengar atau melihat suatu yang menakjubkan)
63. **Wait and see!** = *Tunggu kita lihat nanti saja ! Tunggu tanggal mainnya!*
64. **Sorry, no comment!** = *Maaf, nggak ada komentar!*
65. **I don't care (with)....** = *Saya tak peduli....* (dengan).... *I don't care with your father. Saya tak peduli dengan ayahmu.*
66. **Get away from here!** = *Berambus dari sini!*
67. **Get out!** = *Keluar!*
68. **You're welcome!, That's all right!, Not at all!, It's OK!, Don't mention it!** = Kesemuanya berarti: *Terima kasih kembali!* (Khusus kata **'It's OK!'** hanya diucapkan untuk teman-teman yang akrab saja, sedang kata **'Don't mention it!'**, sudah sangat jarang

digunakan di kalangan umum, akan tetapi masih digunakan di kalangan bangsawan di Inggris atapun orang-orang tua).

69. **No, thanks.** = *Tidak, terima kasih.* (untuk jawaban menolak suatu yang ditawarkan) misalnya: Please have a smoke! *Silahkan merokok!* No, thanks. I don't smoke. *Tidak, terima kasih. Saya tidak merokok.*
70. **Maybe** = *Mungkin.* May be you're right! *Mungkin anda benar!* Kata lain yang sama adalah: **Probably, Possibly:** *agaknya, barangkali, kemungkinan....*
71. **Don't be afraid!** = *Jangan takut, Jangan khawatir!*
72. **Don't worry!** = *Jangan khawatir!*
73. **Don't worry! Be my guest!** = *Jangan khawatir! Saya yang mentraktir! Saya yang membayar!* Untuk mengatakan "membayar sendiri-sendiri atau membayar masing-masing" dalam Bahasa Inggris dipakai kata-kata, "**go Dutch**". I haven't enough money, so I think we go Dutch. *Uang saya nggak cukup, jadi saya kira kita bayar masing-masing saja.* Although they are close friends, they always go Dutch when eating in a restaurant. *Walaupun mereka sangat bersahabat, namun mereka bayar sendiri-sendiri bila makan di restoran.*
74. **Be my guest!** sama dengan **I'll treat you!** = *Saya yang bayari! Saya yang mentraktir!* Don't worry! Be my guest! *Jangan Khawatir!*

*Saya yang teraktir!*

- 75. **Anybody home?** = *Ada orang di rumah?*
- 76. **Good luck!** = *Semoga berhasil!*
- 77. **It's nice of you!, It's kind of you!** = *Alangkah baiknya anda! It's kind of your mother! Alangkah baiknya ibumu!*
- 78. **In my opinion.... in my view....in my mind** = *Menurut pendapat saya....*
- 79. **Go on!, Keep on!** = *Teruskan! Lanjut!*
- 80. **I hope so....** = *Saya harap begitu....Mudah-mudahan....*
- 81. **Come off it!** = *Ah, nggak usahlah!*
- 82. **Hang it all!** = *Persetan! Hang it all with your aids! Persetan dengan bantuanmu!*
- 83. **Damn it!** = *Persetan! Brengsek!*
- 84. **Shits!** = *Sial!, Sialan!*
- 85. **Darn it!** = *Sialan!*
- 86. **Right now!** = *Sekarang juga! You must go home right now! Kamu harus pulang sekarang juga!*
- 87. **fine** = *baik-baik saja. How is your mother getting along? Bagaimana keadaan ibumu? fine. Baik-baik saja.*
- 88. **God willing** = *Insya'Allah.... God willing, he will come here immediately. Insya'Allah ia akan datang kemari dengan segera.*
- 89. **Do your best!, Take your best!, Try your best!** = *Buatlah sedaya mampumu!, Cobalah sedaya mampumu!*

90. **What can I do for you?** = *Ada keperluan apa ? Apa yang bisa saya bantu untuk anda?*
91. **See you later!, So long!** = *Sampai ketemu lagi! See you later tomorrow! Sampai ketemu lagi besok!*
92. **No matter who!** = *Tak persoalan siapapun!*
93. **No problem!** = *Tidak jadi masalah!, Tidak jadi soal!*
94. **What's more, What's else....** = *Lagi pula.... tambahan pula....*
95. **It doesn't matter!** = *Tidak ada masalah! Tidak ada persoalan! Tidak ada apa-apa!*
96. **Although, though, even though....** = *walaupun, Although he is rich, he is not proud. Walaupun ia kaya, ia tak sombong, He will go too though it is raining.*
97. **What of it?** = *Habis? Memangnya kenapa ? What of it? He doesn't love you. Habis? Ia kan tidak mencintaimu?*
98. **Something wrong? Anything wrong?** = *Ada yang nggak beres ya?*
99. **Be patient with me!** = *Bersabarlah dengan saya!*
100. **accidentally** (adv) = *secara kebetulan, dengan tak sengaja. I met her accidentally on a boat. Secara kebetulan saya ketemu dia di atas kapal. He accidentally broke the glass. Ia memecahkan gelas itu dengan tak sengaja.*
101. **It can't be helped!** = *Apa boleh buat! You*

should be patient, it can't be helped ! *Kau harus bersabar, apa boleh buat!*

102. **Mind your own business!** = *Urus dirimu sendiri! Jangan turut campur! Jangan campur tangan! Urus perkaramu sendiri!*
103. **Whatever you say....** = *Apapun yang kau katakan.... Whatever you say I still love you. Apapun yang kau katakan aku masih mencintai.*
104. **No matter what you say....** = *Tak persoalan apapun yang kau katakan.... (lebih dalam/tegas daripada **whatever you say**). No matter what you say, I don't believe it. Tak persoalan apapun yang kau katakan, saya tak mempercayainya.*
105. **On the other hand** = *Sebaliknya, di lain pihak, di pihak lain, Although many people didn't believe his story, but on the other hand my parents did. Walaupun banyak orang yang tak mempercayai ceritanya, tapi sebaliknya orang tuaku percaya.*
106. **It's like this....** = *soalnya begini.... It's like this sir, when I was watching television last night, suddenly a thief tried to break into my bed-room. Soalnya begini Pak, tadi malam ketika saya sedang nonton tv, tiba-tiba seorang pencuri mencoba memasuki kamar saya.*
107. **Apparently** = *tampaknya, rupa-rupanya. Apparently I am related to you. Rupa-rupanya saya berfamili dengan kamu. Apparently he has been told the news. Rupa-rupanya dia telah*

*diberitahu tentang berita itu. Your father is apparently seriously ill. Tampaknya ayahmu sakit serius/parah.*

108. **It's said....** = *kabarnya, kata orang, katanya....*  
It's said that you had passed in the exams.  
*Katanya kamu telah lulus dalam ujian itu.*

109. **Look out!, Watch out!** = *Awas! Hati-Hati!*

110. **What say we....**(How about if....) =  
*Bagaimana kalau kita....*What say we go out tonight?  
*Bagaimana kalau kita pergi malam ini?*

111. **You'd better** (You had/would better) =  
*sebaiknya anda....*(Untuk seterusnya kata better diikuti oleh infinitive without 'to' atau kata kerja dasar tanpa 'to'. Misalnya: You'd better go to school now. *Sebaiknya anda pergi ke sekolah sekarang.* You'd better not smoke in this room. *Sebaiknya anda jangan merokok di ruangan ini.*

112. **We'd better....** = *Sebaiknya kita....*We'd better go home now. *Sebaiknya kita pulang sekarang.*

113. **My word!, Oh boy!** = *Wah! My word !* You're very beautiful today. *Wah! Kamu cantik kali hari ini.*

114. **next time** = *lain kali saja.* We shall go there next time. *Kita akan pergi kesana lain kali saja.*

115. **go for a walk (walk around)** = *berjalan-jalan, makan angin* (bukan: walk-walk). Let's go for a walk! *Mari kita berjalan-jalan!* The old man is going for a walk in the park. *Orang*



*tua itu sedang berjalan-jalan di taman.*

116. **have a look** = *melihat-lihat* (bukan: look-look). May I have a look, sir? *Boleh saya melihat-lihat, pak?* Just having a look = *hanya lihat-lihat*. (misalnya melihat-lihat barang di toko dsb.) kata lain yang sering digunakan juga adalah: **Just browsing!** *Hanya lihat-lihat!. misalnya; di toko, perpustakaan dll.*
117. **What do you say? How do you say? What would you say?** = *Apa pendapat anda? How do you say if we have a lunch now? Bagaimana pendapatmu kalau kita makan siang sekarang?*
118. **It depends on (upon)....** = *Itu tergantung kepada....It depends on your father. Itu tergantung kepada ayahmu. Everything depends upon the presidential decree. Semuanya tergantung pada keputusan presiden. We can go to Bukit Lawang depending on the weather. Kita dapat pergi ke Bukit Lawang tergantung pada keadaan cuaca.*
119. Beberapa ucapan yang selalu diucapkan oleh tuan/nyonya rumah kepada tamu ketika meladeni hidangan/minuman. **Help yourself!, Make yourself at home!, Make yourself comfortable!, Would you take potluck?** Kesemuanya kira-kira berarti: *Silakan makan/minum, anggap saja seperti rumah sendiri! Silakan makan/minum seadanya!*
120. **It's a good thing....(if)....** = *Ada baiknya*

*kalau.... It's a good thing if you do not meet her anymore. Ada baiknya kalau anda tidak menemuinya lagi. It's a good thing if your sister is not in love with my brother. Ada baiknya kalau kakakmu tidak berpacaran dengan abangku.*

121. **In short....** = *Pendeknya.... ringkasnya...., kesimpulannya...., pokoknya....* In short, I didn't like the film at all. *Pendeknya saya tak suka dengan film itu.* In short, you have to do the task by any means. *Pokoknya kamu harus mengerjakan tugas tersebut dengan segala kemampuanmu.*
122. **I wonder....** = (suatu ungkapan dalam conversation yang kira-kira berarti: *Saya bertanya-tanya.... Saya tertanya-tanya dalam hati.... Saya penasaran.... Saya heran....* I wonder where he lives. *Saya penasaran dimana ia tinggal.* I wonder why you love him very much. *Saya tertanya-tanya dalam hati mengapa kau sangat mencintainya.* They wonder why we are here. *Mereka heran mengapa kita berada di sini.*
123. **If I have no objection....** = *Kalau saya tak ada halangan....* If I have no objection, I'll go to your house tonight. *Kalau saya tak ada halangan saya akan datang ke rumahmu malam ini.* Mr. Ali, if my parents have no objection, they will visit your sick wife tomorrow. *Pak Ali, kalau kedua orang tua saya tak ada halangan, mereka akan mengunjungi istri bapak yang sakit besok.* (catatan: Subjeknya

bisa saja diganti terserah kita, misalnya: If Ali has no objection, he will come here tomorrow.)

124. **You get it? You understand? You got it?**  
= *Anda paham? Kau mengerti ?*
125. **don't need to/doesn't need to/don't have to/doesn't have to....**= *tak perlu, tak usah.*  
It's Sunday today, you don't need to go to school. *Hari ini adalah hari Minggu, kamu tak perlu pergi ke sekolah.* I think, he doesn't have to write a letter to his mother, because she will come here tomorrow. *Saya kira dia tak usah menulis surat kepada ibunya, karena ibunya akan datang kemari besok.*
126. **Willy-nilly** (slang)....= *mau tak mau....*He must do his homework willy-nilly. *Mau tak mau ia harus mengerjakan PR-nya.*
127. **at all** = *sama sekali* (diletakkan di akhir kalimat).  
The lady cannot swim at all. *Wanita itu tidak dapat berenang sama sekali.* I don't understand this matter at all. *Saya tak mengerti masalah ini sama sekali.* The lame boy cannot walk at all. *Anak yang pincang itu tak dapat berjalan sama sekali.*
128. **Frankly speaking....**= *terus terang saja...., terus terang ya...., secara terbuka saja....**blak-blakan saja bahwa....*Frankly speaking, I'll tell you the truth. *Terus terang saja, saya akan mengatakan kepada anda yang sebenarnya.* (Kadangkala disingkat dengan; Frankly.... saja). Frankly, I love your sister. *Terus terang,*

*saya mencintai kakakmu.*

129. **At last** = *akhirnya...* At last he comes here. *Akhirnya ia datang kemari.* After chatting at last we return home. *Setelah ngobrol akhirnya kamipun pulang.*
130. **At least** = *setidaknya, paling tidak, sekurang-kurangnya.* At least I will receive one thousand dollars. *Setidaknya saya akan menerima seribu dollar.* At least there are around two hundreds participants in the seminar. *Sekurang-kurangnya ada sekitar dua ratus peserta dalam seminar itu.*
131. **At most** = *paling-paling, paling banter.* At most we will have a short visit together. *Paling-paling kita akan bertemu sebentar saja.* They will receive the relief fund from the foundation at most three million rupiahs. *Mereka akan menerima dana bantuan dari yayasan itu paling banter sebesar tiga juta rupiah.*
132. **For the time being**.... = *untuk sementara waktu....* For the time being, I'll stay with my uncle here. *Untuk sementara waktu saya akan tinggal di rumah paman saya disini.*
133. **beyond all doubt** (baca: *daut*) = *tak dapat diragukan lagi, tak dapat disangsikan lagi....* His honesty is beyond all doubt. *Kejujurannya tak dapat disangsikan lagi.* Apparently her love to me is beyond all doubt. *Tampaknya cintanya terhadap saya tak dapat diragukan lagi.*
134. **in doubt** = *masih disangsikan, masih*

*diragukan*. His ability in management is in doubt. *Kemampuannya di bidang manajemen masih diragukan*.

135. **in grand style** = *secara besar-besaran*. He will have a wedding party in grand style. *Ia akan mengadakan pesta perkawinan secara besar-besaran*. Her birthday party will be held in Five-star Hotel in grand style. *Pesta Hari Ulang Tahunnya akan diselenggarakan di Hotel berbintang lima secara besar-besaran*.
136. **in small way** = *secara kecil-kecilan, secara sederhana*. The opening ceremony of the football tournament will be held in grand style not in small way. *Upacara pembukaan turnamen sepak bola itu akan diadakan secara besar-besaran tidak secara kecil-kecilan*.
137. **Not a long ago** = *belum lama ini*. Not long ago he went to Hongkong by ship. *Belum lama ini ia pergi ke Hongkong dengan kapal*. He came here by his new car not a long ago. *Ia datang kemari dengan mobilnya yang baru belum lama ini*.
138. **nothing at all** = *tak ada sama sekali*. Is there anything in the cupboard? Nothing at all. *Apakah ada sesuatu di lemari? Tidak ada sama sekali*.
139. **For all I know....** = *Setahu saya....* For all I know, he is a chairman and secretary combined. *Setahu saya ia adalah seorang ketua merangkap sekretaris*. **Combined** = *merangkap* (diletakkan

di akhir kalimat) dalam pengertian untuk dua jabatan yang dirangkap. Misalnya lagi: *My father is a branch-manager and personnel-manager combined. Ayahku seorang kepala cabang merangkap kepala bagian personalia.* Kata-kata lain yang sama dengan di atas: **As far as I know....sejauh yang saya ketahui....As long as I know....sepanjang yang saya ketahui....atau (To my knowledge....)** *As long as I know, he isn't a policeman but he is a security man. Sepanjang yang saya ketahui ia bukan seorang polisi tetapi ia adalah seorang satpam.*

140. **by turns / in turns** = *dengan bergilir, secara bergiliran, bergiliran, berganti-gantian, berselang-seling, We can consult with the doctor by turns. Kita bisa berkonsultasi dengan dokter secara bergiliran. Turn (noun) = giliran. It's my turn now. Sekarang giliran saya. Now is your turn to treat us. Sekarang giliran kamu mentraktir kami.*
141. **As far as I remember** = *sepanjang ingatan saya. As far as I remember he has been still ill since last year. Sepanjang ingatan saya ia masih sakit sejak tahun yang lalu.*
142. **If I remember rightly that....** = *kalaupun saya tak salah ingatan bahwa....If I remember rightly that his present address at 52 Jalan Bolakaki Pematangsiantar. Kalau saya tak salah ingatan bahwa alamatnya sekarang adalah di Jalan Bolakaki no: 52 Pematangsiantar.*

143. **If need be....** = *jika perlu, kalau perlu, jika diperlukan....* If need be we can go to his house right now. *Jika diperlukan kita bisa pergi ke rumahnya sekarang juga.* If need be I send SMS to him right now. *Kalau perlu saya kirim SMS untuknya sekarang juga.*
144. **up to now / uptil now / until now** = *selama ini, hingga saat ini, sampai saat ini, sampai sekarang.* He has been still ill up to now. *Dia masih sakit sampai saat ini.* Up to now we have been busy with our homeworks. *Hingga saat ini kami masih sibuk dengan PR kami.*
145. **from now on / as of now** = *mulai saat ini, mulai sekarang,* These new rules apply as of now. *Peraturan baru ini mulai berlaku sekarang.* From now on we must practise our English everyday. *Mulai sekarang kita harus berlatih bahasa Inggris kita setiap hari.*
146. **all the same** = *sama saja,* The have and the have nots are all the same before the God. *Orang kaya maupun miskin sama saja di hadapan Tuhan.* You are all the same with your mother. *Kau dan ibumu sama saja.*
147. **from the first, at first** = *sejak semula, dari semula, dari pertama-tama, pada mulanya.* At first I didn't like him, but I soon changed my mind. *Dari semula saya tidak menyukainya tetapi kemudian saya merubah pikiran saya.* From the first I have told you about herself but you did not believe it. *Sejak semula saya sudah ceritakan pada kamu tentang dirinya tetapi*

*kamu tak mempercayainya.*

148. **first of all** = *pertama-tama....First of all I thank you very much for your attention. Pertama-tama saya ucapkan terimakasih atas perhatian anda.*
149. **by mutual agreement** = *dengan suka sama suka, dengan persetujuan yang sama, saling setuju. They are married by mutual agreement. Mereka kawin saling suka sama suka.*
150. **in broad outline** = *secara garis besar, dengan garis besarnya. I can explain you that happen in broad outline. Saya bisa menjelaskan kepada anda kejadian itu dengan garis besarnya.*
151. **in details** = *secara terperinci. Can you tell me that happen in details. Bisakah anda menceritakan kejadian itu secara terperinci?*
152. **in due form** = *menurut semestinya. We can talk to him in due form. Kita bisa berbicara dengannya menurut semestinya.*
153. **In accord with / in accordance with** = *sesuai dengan. His report is not in accord with the facts. Laporannya tidak sesuai dengan fakta yang ada. In accordance with my father's suggestion, I'll marry after I finish my study. Sesuai dengan saran ayah saya, saya akan menikah setelah saya menyelesaikan kuliah saya.*
154. **According to** = *menurut....According to the rules, we have to pay the fine. Menurut peraturan, kita harus membayar denda. According*



to the 1945 Constitution Chapter I, Article 1 states that....*Menurut UUD 1945 Bab I, pasal1.... menyatakan bahwa....*

155. **probably** = *agaknya*, Probably he has no money now. *Agaknya ia tak mempunyai uang sekarang.*
156. **Provided** = *asalkan, hanya* (conjunction). I will marry your sister provided she is able to finish her study. *Saya mau menikahi kakakmu asalkan dia dapat menyelesaikan kuliahnya.* We would pay all these damages provided you could prove it. *Kami akan membayar semua kerusakan ini asalkan kau dapat membuktikannya.*
157. **Above all** = *yang terpenting*. Above all, keep up your courage! *Yang terpenting, kamu harus tetap berani!* Above all, we mustn't make a mistake again. *Yang terpenting, kita jangan lagi berbuat kesalahan.*
158. Untuk mengatakan "Dong" di dalam Bahasa Inggris adalah "**man**", walaupun ucapan tersebut ditujukan kepada wanita, anak-anak dan sebagainya. "man" sebagai "slang" dalam percakapan sehari-hari. Kata "man" juga dapat diartikan sebagai "bung" dalam Bahasa Indonesia. Misalnya: Don't be like that man! = *Jangan gitu dong!* Take it easy man! = *Sabar dong! Sabar bung!* Come on man! = *Ayoh dong!* Be careful, man! *Hati-hati, Bung!*
159. Di dalam conversation selalu terdapat ungkapan sebagai berikut: **As you know, You**

**know....***Kau kan tahu....Sebagaimana kau ketahui....Seperti yang kau ketahui....*: (keterangan: malah kadang-kadang kata tersebut di atas tidak diartikan, yakni hanya sebagai penyedap atau gaya dalam percakapan saja). *As you know that....Seperti yang anda ketahui bahwa....As you know that Indonesia has population over 200 million. Seperti yang anda ketahui bahwa Indonesia saat ini berpenduduk lebih 200 juta jiwa.*

160. Ungkapan-ungkapan berikut juga sering diucapkan dalam conversation: **It's claimed....** = *dinyatakan....* Since 1965, Communist Party in Indonesia, it's claimed forbidden. *Sejak 1965 PKI di Indonesia dinyatakan terlarang.*
161. **It's hoped....** = *diharapkan....* It's hoped we can speak Chinese in one year. *Diharapkan kita bisa berbahasa Cina dalam setahun ini.*
162. **It's felt....** = *Dapat dirasakan....* It's felt that the time runs faster and faster. *Dapat dirasakan bahwa waktu berjalan makin lama makin cepat.*
163. **It's feared....** = *Dikhawatirkan....* It's feared the health of your mother is worse and worse. *Dikhawatirkan kesehatan ibumu semakin buruk.*
164. **It's thought....It's understood....It's believed....** = *Diduga..../Dikira..../Dapat dipercaya....* It's thought the fire came from the kitchen. *Diduga kebakaran itu berasal dari dapur.* It's believed that the refugees are

hungry now. *Diduga/dapat dipercaya bahwa para pengungsi itu sedang kelaparan sekarang.*

165. **It's estimated....It's calculated....** = *Ditaksir..../ Diperkirakan...* It's estimated the cost of the giant project is around 3 billion US dollars. *Diperkirakan biaya proyek raksasa itu bernilai 3 miliar dollar Amerika.* It's calculated the participants of the seminar are around 200 persons. *Diperkirakan peserta seminar itu berjumlah sekitar 200 orang.* It's estimated Indonesia's industry will be equal with prosperous countries for next twenty years. *Diperkirakan perindustrian Indonesia untuk dua puluh tahun mendatang akan sejajar dengan negara-negara makmur.*
166. **Is it possible....?** = *Apakah mungkin....?* *Apakah memungkinkan....?* *Apakah bisa....?* Is it possible I come to your house tonight? *Apakah memungkinkan saya datang ke rumahmu malam ini?* Is it possible we go to Jakarta by bus in such situation? *Apakah mungkin kita pergi ke Jakarta dengan bus dalam situasi seperti ini?*
167. **suppose, supposing, if....** = *seandainya, sekiranya....* Suppose they cannot come here, what will you do? *Seandainya mereka tidak bisa datang kemari, apa yang akan kau lakukan?* Supposing they get married, where will they live? *Sekiranya/seandainya mereka kawin, dimana mereka akan tinggal?*
168. **personally** (atau **in person**): diletakkan di

awal atau di akhir kalimat....= *secara pribadi*....  
Personally I support the policy. *Secara pribadi saya dukung kebijakan itu.* How do you say in person? *Bagaimana pendapatmu secara pribadi?* I am not pleased with the hijack in person. *Secara pribadi saya tak senang dengan pembajakan itu.* To hijack = *membajak* (pesawat, bus, kereta api dll)

169. **It sounds like....**= *Kedengarannya seperti....*

I can hear a lot of music in that house, it sounds like a party. *Saya mendengar suara musik di rumah itu, kedengarannya seperti ada sebuah pesta.* I like that suggestion, it sounds like a good idea. *Saya suka dengan gagasan itu, kedengarannya seperti suatu ide yang baik.*

170. **Excuse me!** = *Permisi!....Maafkan saya!...*

Sebuah ungkapan yang dipakai untuk memulai suatu pernyataan, terutama kalau kita ingin mengganggu seseorang. Misalnya: Excuse me! Would you please write down your name, your address and your sign? *Maafkan saya! Sudikah anda menuliskan nama, alamat dan tandatangan anda?* Excuse me! May I ask you something? *Maaf! Bolehkan saya bertanya sesuatu?* Excuse me for coming late! *Maafkan saya karena datang terlambat!*

171. **How about you? (what about you?)** =

Ungkapan ini diucapkan kalau kita ingin bertanya kepada seseorang apa yang disukainya, atau apa yang ingin dikerjakannya. Di

dalam Bahasa Indonesia ungkapan ini sepadan dengan “*Bagaimana dengan saudara?*” **Bill:** I drink coffee, how about you? **Jane:** I drink tea. **Bill:** I shall go to Bali next week, what about you Jane? **Jane:** Well, may be I shall be at home.

172. **I beg your pardon?** = *Maaf, apa yang saudara katakan tadi, bisa diulang?* Ungkapan ini kadang disingkat “*Beg your pardon?*” Diucapkan bila kita kurang jelas apa yang diucapkan seseorang dan memintanya untuk mengulang kembali apa yang diucapkannya tadi. Disamping itu dapat diucapkan sebagai pernyataan “*maaf*” atau “*minta ampun*”, misalnya; *I beg your pardon body and soul. Saya mohon maaf lahir dan bathin.* “pardon?” (setengah resmi), “What?” Apa? (tidak resmi).
173. **Hang on! Hold on!** = *Tunggu sebentar!* Ungkapan ini sama dengan **Wait a minute! Just a minute!**
174. Now where was I ? *Nah! Sampai dimana saya tadi?* (Misalnya dalam pembicaraan, atau bercerita tentang sesuatu, tetapi lupa untuk meneruskannya).
175. **All aboard!** = *Ayoh, semua naik!* Suatu ungkapan bagi orang atau penumpang bus/ kereta api dsb. Yang siap-siap akan berangkat. Ungkapan ini biasanya diucapkan oleh kondektur bus atau kondektur kereta api.
176. **By all means!, With pleasure!** = Dalam

bahasa Indonesia ungkapan di atas sepadan dengan "*Dengan senang hati*"

Aslam : Would you please help me?

Fardeen : By all means!

Aslam : Deen, Would you mind passing me that pen?

Fardeen : With pleasure!

177. **At will...** = *semau-maunya, sesuka hati, sesukanya, sekehendak hati...* He can leave this house at will. *Dia dapat meninggalkan rumah ini sesukanya.* You can't do your task here at will. *Anda tak bisa melakukan tugas anda disini sesuka hati.* Kata lain yang sepadan dengan ini "As you like... = *sesuka hatimu.* As he likes... = *sesukanya...* John may not go home late at night as he likes. *John tidak boleh pulang ke rumah larut malam sesukanya.* You can choose these dresses as you like. *Kamu dapat memilih pakaian-pakaian ini sesukanya.* He may speak as he likes. *Ia boleh bicara sesukanya.*
178. **Once in a while** = *sekali-sekali...* I go to the movie once in a while. *Saya nonton bioskop sekali-sekali.* We shall have our breakfast in a restaurant once in a while. *Sekali-sekali kita akan sarapan pagi di restoran.*
179. **For one thing...** = *Suatu hal yang perlu diperhatikan...* For one thing, no one in this office ever seems to do anything. *Suatu hal yang perlu diperhatikan bahwa tak seorangpun di kantor ini tampaknya mau mengerjakan sesuatu.* For one thing, we should keep our

body clean every time. *Suatu hal yang perlu kita perhatikan bahwa kita harus menjaga tubuh kita agar tetap bersih sepanjang waktu.*

180. **that's that!** = *titik!...* (suatu ucapan penegasan yang bermakna tidak ada komentar lagi). *I won't go, that's that! Saya nggak mau pergi, titik! I hate you, that's that. Saya benci kamu, titik. In short, you have to pay your bill right now, that's that! Pokoknya, kamu harus membayar utangmu sekarang juga, titik!*
181. **For want of/for lack of...(to be wanting)** = *Karena kekurangan...* For want of money, he couldn't go abroad. *Karena kekurangan uang, ia tidak dapat pergi ke luar negeri. For lack of blood, the man died. Karena kekurangan darah, orang itu mati. My father is wanting money to promote his business. Ayah saya kekurangan uang untuk mengembangkan/meningkatkan usahanya.*
182. **Look here!** = *Perhatikan!* (dengan nada dan intonasi biasa). *Look here! Mary, I won't have you saying things like that. Perhatikan!, Mary, saya tak ingin kau mengatakan hal semacam itu lagi. Look here! I want to tell you something. Lihat! Saya ingin mengatakan sesuatu kepada kalian.*
183. **See here!** = *Perhatikan!* (dengan nada sambil marah). *See here! When I ask for tea, I don't expect to be given coffee. Perhatikan! Kalau saya minta teh, jangan berikan saya kopi.*
184. **Here comes...** = suatu ungkapan jika melihat

atau mendengar seseorang atau sesuatu datang. Here comes the bus! *Itu busnya datang!* Here comes Mr. Irwan! *Pak Irwan datang!*

185. **in this matter, in this case...** = *dalam hal ini*, In this matter I shall talk about with the dean. *Dalam hal ini saya akan bicarakan nanti dengan dekan.* I don't understand in this case at all. *Saya tak mengerti dalam hal ini sama sekali.*
186. **How so?** = *Kok bisa begitu? Bagaimana bisa demikian? Kok gitu?* I said the party was a failure, and he asked, "How so?" *Saya katakan pesta itu gagal, dan dia bertanya, "Kok gitu?"*
187. **How's that?** = *Apa komentarmu?...* I've just been up in a balloon for a day and half. How's that? *Saya baru saja terbang dengan balon satu setengah hari. Apa komentarmu?*
188. **For God's sake... For Heaven's sake...** = *Demi Tuhan...* For Heaven's sake will you stop making noise? *Demi Tuhan, sudikah anda jangan membuat keributan.* For God's sake, I will tell you the truth. *Demi Tuhan, aku akan mengatakan padamu yang sebenarnya.*
189. **Thanks Heaven!, Thanks God!** = *Syukurlah!* Thanks Heaven! He is not coming. *Syukurlah! Dia tak datang.*
190. **At hand** = *sudah di ambang pintu, sudah dekat.* The final examination is at hand. *Ujian akhir sudah diambang pintu.* Our wedding party is at hand, so, we must be ready for



everything. *Pesta perkawinan kita sudah dekat, jadi kita harus bersiap-siap.*

191. **good for nothing** = *tak berguna sama sekali.* The lazy boy is good for nothing. *Anak yang malas itu tak berguna sama sekali.* Gosipping among us is good for nothing. *Bergunjing antara kita tak berguna sama sekali.*
192. **in bad faith** = *dengan maksud jahat.* He made the offer in bad faith. *Ia membuat penawaran dengan maksud jahat.* He is married to my sister in bad faith. *Ia menikahi kakakku dengan maksud jahat.*
193. **in good faith** = *dengan maksud baik, tanpa curiga.* I always help her in good faith, but he doesn't understand. *Saya selalu menolongnya dengan maksud baik, tapi ia tak mengerti.*
194. **After you!** = *Silahkan duluan! Silahkan jalan!* (Suatu ungkapan bila kita ingin menyuruh teman dsb. Agar mendahului kita berjalan duluan). He opens the door for the lady and said politely, "After you!". *Dia membuka pintu untuk wanita itu dan berkata, "Silahkan jalan duluan!"* Oh, Let's have our dinner together! "After you!". *Ayo! Kita makan malam bersama-sama! Silahkan duluan!*
195. **All the time, whole the time** = *sepanjang waktu.* He is smoking all the time though the doctor doesn't allow him. *Ia merokok sepanjang waktu walaupun dokter melarangnya.* I watched television whole the time yesterday. *Saya menonton tv sepanjang waktu kemarin.*

196. **on purpose (purposely)** = *dengan sengaja*. Do you think he made the mistake on purpose? *Apakah kau kira dia membuat kesalahan itu dengan sengaja?* I didn't do it purposely. *Saya tak sengaja melakukan itu.*
197. **secretly, on the sly** = *dengan diam-diam, dengan/secara rahasia*. The boy smokes on the sly. *Anak laki-laki itu merokok dengan diam-diam.* The police is investigating the cause of the bomb blast secretly. *Polisi sedang meneliti penyebab ledakan bom itu secara rahasia.*
198. **on the whole** = *secara keseluruhan*. On the whole Bill did very well in the school this year. *Secara keseluruhan Bill telah berbuat baik di sekolah tahun ini.*
199. **at one** = *sependapat*. I am at one with you at that point. *Saya sependapat dengan anda dalam hal itu.* Why are you not always at one with your father? *Kenapa kamu selalu tidak sependapat dengan ayahmu?*
200. **all one** = *sama saja*. It's all one to me what she does. *Sama saja bagi saya apa yang dia lakukan.*
201. **by any means** = *dengan apa saja, dengan segala upaya, dengan cara apapun*. We must help him by any means. *Kita harus menolongnya dengan segala upaya.* All the students may not copy their answers by any means. *Para mahasiswa tidak dibenarkan menyontek jawaban mereka dengan cara apapun.* I have done it by any means but not

successful. *Saya sudah melakukannya dengan segala upaya tapi tak berhasil.*

202. **...more of...than...** = *...lebih cenderung... daripada...* She is more of a singer than an actress. *Ia lebih cenderung seorang penyanyi daripada seorang artis.* Qomar is more of a joker than a politician. *Qomar lebih cenderung menjadi pelawak ketimbang menjadi seorang politisi.*
203. **more or less** = *lebih kurang.* I have given him a million dollars more or less. *Saya telah memberikan uang lebih kurang satu juta dollar.* The old man is more or less 70 years old. *Orang tua itu berumur lebih kurang 70 tahun.*
204. **no more** = *tidak lagi, tiada lagi.* They used to live at this address but now no more. *Mereka biasa tinggal di alamat ini, tapi sekarang tidak lagi.* No more = bisa diartikan “*meninggal dunia*” Poor old Tom is no more. *Pak Tom yang malang itu sudah tiada (meninggal dunia).* Is your father still alive? Sorry, he is no more. *Apakah ayahmu masih hidup? Maaf, ia sudah meninggal dunia.*
205. **no more than** = *tak lain tak bukan adalah, hanya.* He is no more than a puppet for his wife. *Ia tak lain tak bukan adalah boneka istrinya.* No more than tak sama dengan not more than. Not more than five. *Tak lebih dari lima.* The students are not more than ten persons. *Siswa-siswa itu tak lebih sepuluh*

*orang.*

206. **nevermore** = *tak pernah lagi*. She nevermore comes to my house. *Ia tak pernah lagi datang ke rumahku*. Why do you nevermore call me? *Mengapa kau tak pernah lagi menelepon aku?*
207. **so as not to** = *supaya tidak*. I get up early so as not to lose the train. *Saya bangun cepat-cepat supaya tidak terlambat kereta api*. So as not to fail in the exams, we must study hard. *Supaya tidak gagal dalam ujian, kita harus belajar sungguh-sungguh.*
208. **what else** = *apa lagi* (digunakan sebagai question word). What else do you want? *Apalagi yang kau mau?* What else will he do? *Apalagi yang akan dia lakukan?*
209. **where else** = *kemana lagi, dimana lagi*. Where else did he go? *Kemana lagi ia pergi?* Where else did you have dinner last night? *Kemana lagi kalian makan malam semalam?* Else where = *di tempat lain*. Look for the book else where! *Cari buku itu di tempat lain!*
210. **up and around** = *mondar mandir*. Why are you up and around here? *Kenapa kamu mondar mandir di sini?*
211. **as soon as possible** = *sesegera mungkin*. You should come here as soon as possible. *Kamu harus datang kemari sesegera mungkin.*
212. **formerly** = *dulu, pada waktu yang lalu*. Formerly, when I was in Jakarta, I had gone to Puncak. *Dulu ketika saya di Jakarta, saya sudah*

*pergi ke Puncak. “former” = mantan. Julie was my former wife. Julie adalah mantan istri saya.*

213. **the other day** = *beberapa hari yang lalu*. He bought this dress the other day. *Dia membeli baju ini beberapa hari yang lalu.*
214. **as usual** = *seperti biasanya*. As usual, he comes here on time. *Seperti biasanya, ia datang kemari tepat waktu.* I'll go to your house as usual by car. *Saya akan pergi ke rumahmu seperti biasanya dengan mobil.*
215. **beat about the bush** = *basa-basi, bertele-tele*. Instead of beating about the bush, Amir came straight to the point. *Ketimbang berbasa-basi, Amir langsung pada pokok permasalahan.* The witness beats about the bush too much so that the police can hardly catch what he means. *Saksi itu terlalu bertele-tele sehingga polisi agak kesulitan mencerna maksudnya.*
216. **be better off** = *lebih baikan...* If you are interested in playing soccer, you would be better off in the club. *Kalau kamu tertarik bermain bola, lebih baikan kamu ikut klub.* You will be better off studying in Law Faculty than in Letters. *Lebih baikan kamu kuliah di Fakultas Hukum ketimbang di Sastra.*
217. **be mixed up** = *bimbang, linglung*. She is always mixed up in driving her car. *Dia selalu linglung dalam menyetir mobilnya.*

218. **be over** = *usai, selesai, berakhir*. After the meeting is over, the committee board shake hand one with another. *Setelah rapat usai, jajaran panitia saling bersalaman*. I was downhearted when my girlfriend said that our relationship was over. *Aku sakit hati saat pacarku mengatakan hubungan kami putus/berakhir*. When your work is over, tell me. *Bila kerjaanmu selesai, beritahukan saya*. The time is over, let's go home now. *Waktunya sudah berakhir/habis, mari kita pulang sekarang*.
219. **call on (drop in/on)** = *singgah, mampir*. Some old friends of my father's called on our house last night. *Beberapa teman lama ayah singgah di rumah kami tadi malam*. When you go to Medan, don't forget to call on me. *Kalau kamu ke Medan, jangan lupa ya mampir pada saya*. Don't forget to drop in my house tomorrow. *Jangan lupa singgah di rumah saya besok*.
220. **day after day** = *dari hari ke hari*, hari demi hari. Day after day I can adjust myself living in a jail. *Dari hari ke hari saya dapat menyesuaikan diri saya hidup di penjara*. Day after day you look more and more beautiful. *Hari demi hari kau kelihatannya semakin cantik*.
221. **go without saying** = *sudah barang tentu, sudah lumrahnya*. It goes without saying that you will be bright student, if you study hard. *Sudah barang tentu kau akan menjadi mahasiswa yang cerdas jika belajar sungguh-*

*sunngguh.*

222. **in vain** = *sia-sia*. All my efforts were in vain, if you would not come to my house. *Semua upaya saya sia-sia, kalau kamu tidak mau datang ke rumah saya.*
223. **little by little** = *sedikit demi sedikit, lambat laun*. Little by little your English is getting better. *Sedikit demi sedikit Bahasa Inggrismu mendapat kemajuan.* Little by little she will be aware of her faults. *Lambat laun ia akan menyadari kesalahannya.*
224. **to my mind** = *pada hemat saya, menurut hemat saya*. To my mind, we'd better celebrate our school anniversary simply. *Pada hemat saya, sebaiknya kita merayakan HUT sekolah kita secara sederhana.*
225. **Attention please** = *Mohon perhatian!* Attention please, the opening ceremony will open by and by. *Mohon perhatian! Upacara pembukaan akan dibuka sebentar lagi.*
226. **Actually** = *sesbenarnya, sesungguhnya*. Actuay, he is a good teacher. *Sebenarnya ia seorang guru yang baik.*

### Wise-Words



A little learning is a dangerous thing  
*Belajar sedikit (tanggung-tanggung) adalah suatu yang membahayakan.*

## UNIT – II

### WORD STUDY

#### 1. MUCH – VERY MUCH – VERY

“**much**” secara harfiah berarti : *banyak* (uncountable noun), misalnya:

There is much sand on the beach.

*Ada banyak pasir di pantai.*

Tetapi apabila “much” diikuti oleh Comparative Degree (tingkat lebih) maka diartikan “*jauh lebih*” misalnya:

Jakarta is much bigger than Medan.

*Jakarta jauh lebih besar daripada Medan.*

My mother is much better now than a month ago.

*Ibuku jauh lebih sehat sekarang daripada sebulan yang lalu.*

“**very much** atau **so much**” sebagai adverb dipakai untuk menambah arti “*sangat atau sekali*” dari VERB. Misalnya:

Kita mau mengatakan “Aku sangat mencintaimu”, maka salah kalau kita katakan “I very love you” Kalimat



yang benar adalah “I love you very much” atau “I love you so much” yang berarti: *Aku sangat mencintaimu atau Aku mencintaimu sekali.*

“**very much**” selalu diletakkan setelah kata kerja, dan selalu mengiringi kata kerja antara lain: like = *suka*, wish = *ingin*, hate = *benci*, dislike = *tak suka/benci*, love = *menyayangi, mencintai, menyenangkan, gemar, dll.*

- Do you like apple?

*Anda suka buah apel?*

+ Yes, I like it very much.

*Ya, saya sangat menyukainya.*

By the way, why do you hate my sister very much?  
*Ngomong-ngomong, mengapa anda sangat membenci kakak saya?*

“**very**” sebagai adverb berarti “sangat” (menerangkan adjective), misalnya:

She is very beautiful.

*Dia sangat cantik.*

(very menerangkan kata “beautiful” disebut sebagai adverb of degrees). Tetapi apabila “very” menjadi adjective, maka pengertiannya menjadi “*suatu penegasan*”

This is the **very** book that I was looking for.  
*Inilah buku yang saya cari-cari.*

He came at the **very** time I needed.

*Ia datang pada saat yang saya perlukan.*

## **2. AGAIN – AGAIN AND AGAIN – OVER AND OVER AGAIN**

Apabila diucapkan sekali saja **“again”** berarti sebagai ulangan saja *“lagi”*

I will do it again.

*Aku akan melakukan hal itu lagi.*

Please do it again!

*Lakukan/kerjakan lagi!*

Tetapi bila diucapkan **“again and again”** berarti: *Berkali-kali, berulang-ulang, lagi-lagi, melulu.*

Misalnya:

He always asks me again and again.

*Dia selalu bertanya padaku berulang-ulang.*

Why do you question me again and again?

*Mengapa anda menanyai saya berkali-kali?*

Again and again you come here, why?

*Lagi-lagi kamu datang kemari, mengapa?*

Why do you laugh again and again?

*Kamu kok ketawa melulu hari ini?*

I don't understand why he sleeps again and again today?

*Saya nggak mengerti mengapa ia tidur melulu hari ini.*

**“over and over again”** sama artinya dengan *again and again*, hanya pemakaiannya lebih halus dalam percakapan.

He cheated me over and over again.

*Ia menipuku berkali-kali.*

### **3. AT PRESENT – AT THE PRESENT TIME – FOR THE PRESENT – PRESENTLY**

**Catatan:** Keempat kata keterangan waktu di atas dapat digunakan sebelum atau sesudah kalimat.

**At present** = *saat ini, sekarang* (semakna dengan ‘now’), misalnya:

He is in the office at present.

*Ia berada di kantor saat ini.*

**At the present time** = *pada saat sekarang ini, pada zaman ini, pada masa kini* (lebih luas dari at present)

At the present time many people are interested in studying English and computer.

*Pada masa kini banyak orang tertarik belajar Bahasa Inggris dan komputer.*

At the present time almost every family has a television set in their homes.

*Pada saat sekarang ini hampir setiap keluarga memiliki sebuah televisi di rumah mereka.*

**For the present** = *untuk sementara waktu* (kata lain: for temporary, for the time being).

Misalnya:

For the present we must stay at my uncle's house.

*Untuk sementara waktu kita harus tinggal di rumah pamanku.*

**Presently** = *nanti, sebentar lagi, sesaat lagi*  
(kata lain : by and by)

*I'll take my lunch presently.*

*Saya akan makan siang sebentar lagi.*

*Presently, I think you may go home.*

*Saya kira sebentar lagi kamu boleh pulang.*

#### **4. ONE MORE – ONCE MORE – ONCE AGAIN – ONCE FOR ALL**

**One more** berarti = *satu lagi* ( menunjukkan kata benda) misalnya:

*You'd better give the apple one more.*

*Sebaiknya anda berikan kepada saya apel itu satu lagi.*

**Once more** berarti = *sekali lagi* (sama penggunaannya dengan **once again**),  
misalnya:

*We'd better tell him once more (once again) so that he will not forget it.*

*Sebaiknya kita beritahukan padanya sekali lagi, agar dia tak lupa.*

*Tell me **once again** what you want!*

*Katakan pada saya sekali lagi apa yang kau mau!*

**Once for all** berarti = *sekali untuk selamanya,*

misalnya:

I speak once for all and please don't do it.

*Saya ngomong untuk kali ini saja, tolong ya, jangan lakukan hal itu lagi.*

## 5. ON AND ON – OFF AND ON

**on and on** = *terus menerus*.

He is working in the garden on and on.

*Dia bekerja di kebun terus-menerus.*

The baby cries on and on today.

*Bayi itu menangis terus menerus hari ini.*

**off and on** = *tak pernah tetap*.

If you learn English off and on, you won't be successful.

*Jika kamu belajar Bahasa Inggris tak tetap (sebentar belajar sebentar tidak), kamu tak akan berhasil.*

## 6. ADA TUJUH CARA PEMAKAIAN “JUST”

a. berarti “**adil**” sebagai Adjective (kata sifat),

The referee is not just.

*Wasit itu tidak adil.*

We must be just at judging anything.

*Kita harus adil dalam mengadili sesuatu.*

b. berarti “**baru saja**” kalau sejalan dengan Simple Past Tense and Present Perfect Tense.

I just came back from Kuala Lumpur.

*Saya baru saja kembali dari KL.*

He has just written a letter.

*Ia baru saja menulis sebuah surat.*

- c. berarti “***hanya***” atau “***sekedar***” bila sejalan dengan Simple Present Tense atau infinitive.

I just want to admonish him.

*Saya sekedar ingin memperingatkannya.*

Intan comes here just to see me.

*Intan datang kemari hanya untuk ketemu dengan saya.*

I come here just to teach you not to quarrel with you.

*Saya kemari sekedar untuk mengajar bukan untuk bertengkar dengan anda.*

- d. untuk memberi penegasan dalam kalimat perintah.

Just take it!

Just come here!

Just read it!

- e. berarti “***justru***” atau menegaskan sesuatu.

That’s just what I wanted.

*Itulah justru yang aku inginkan.*

This is just the book what I want.

*Inilah justru buku yang aku inginkan.*

f. penegasan arti **Present Imperfect Form**.

I am just coming.

“What are you doing there, Ali?”

“I’m just reading a book”

g. berarti **“barusan”** atau **“tadi”** kalau ditambah “now”.

Just now he was here.

*Barusan dia berada disini.*

The dog was under the table justnow.

*Anjing itu berada di bawah meja tadi.*

## **7. PREFER = LEBIH SUKA**

He prefers tea to coffee.

*Ia lebih suka teh daripada kopi.*

I prefer watching television rather than (better than) sleeping.

*Saya lebih suka nonton TV daripada tidur.*

**Catatan:** TO = *daripada*, digunakan untuk kata benda (noun).

Tom prefers mango to apple.

*Tom lebih suka mangga daripada apel.*

THAN = *daripada*, digunakan untuk kata sifat (adjective).

Julie is fatter than Marie.

*Julie lebih gemuk daripada Marie.*

RATHER THAN (BETTER THAN) = daripada digunakan untuk kata kerja (verb).

She prefers going to Bali rather than staying at home during the holiday.

*Dia lebih suka pergi ke Bali daripada tinggal di rumah selama musim liburan.*

PREFER sebagai VERB dapat juga berarti: *mengajukan* :

She preferred charges against the thief who stole her car.

*Ia mengajukan tuntutan terhadap orang yang mencuri mobilnya.*

*Memperomosikan, menaikkan pangkat:*

The captain was preferred to the rank of major.

*Kapten itu dinaikkan pangkatnya menjadi mayor.*

## 8. PERBEDAAN PEMAKAIAN KATA

“MADE OF” dengan “MADE FROM”, Keduanya berarti: *terbuat dari*.

**Made of**, Digunakan apabila bahan baku yang digunakan sebagai suatu benda masih dapat dilihat seperti asalnya.

Table is made from wood. (salah).

Table is made of wood. (benar)

*Meja terbuat dari kayu.*

**Made from**, Kebalikan dari definisi di atas.



Bread is usually made of wheat, salt, sugar and butter. (salah).

Bread is usually made from wheat, salt, sugar and butter. (benar).

*Roti biasanya terbuat dari tepung terigu, garam, gula dan mentega.*

## 9. BESIDE – BESIDES = DISAMPING

**Beside**, disamping berarti berada “*di sisi*”

He was standing beside me.

*Dia berdiri disamping saya.*

My house is beside a great mosque.

*Rumahku disamping sebuah mesjid yang besar.*

**Besides**, disamping, berarti sebagai “*tambahan*”

I study German besides English.

*Saya belajar Bahasa Jerman disamping Bahasa Inggris.*

Besides he is a teacher, he is also a policeman.

*Disamping dia seorang guru, ia juga seorang polisi.*

## 10. CARA PEMAKAIAN KATA “ENOUGH” = CUKUP

**Enough** sebagai adverb letaknya harus setelah adjective. Misalnya:

You are tall enough to reach the ceiling.

*Kamu cukup tinggi untuk mencapai plafon (langit-langit rumah).*

Is the room large enough for you?

*Apakah ruangan ini cukup luas untuk anda?*

Tetapi “enough” sebagai *adjective* boleh diletakkan sesudah *noun* atau sebelumnya.

We have **enough** food for six people., atau

We have food **enough** for six people.

## 11. “HOW” BISA BERARTI :

### a. BAGAIMANA

(menanyakan tentang kesehatan atau keadaan seseorang/sesuatu).

How is your mother?

How about your examination?

How is the situation of your office now?

How are your parents getting along?

### b. NAIK APA

(menanyakan tentang kendaraan).

How do you go to school every day?

*Naik apa kamu pergi ke sekolah setiap hari?*

How will you go to Jakarta tomorrow?

*Naik apa kamu akan ke Jakarta besok?*

How did you come here last night?

*Naik apa kamu datang kemari tadi malam?*

c. **DENGAN APA**

(menanyakan alat apa yang digunakan).

How does your father write a letter?

*Dengan apa ayahmu menulis surat?*

He writes a letter with a pencil.

*Dia menulis sebuah surat dengan pensil.*

How do you open this door?

*Dengan apa anda membuka pintu ini?*

I open the door with this key

*Saya membuka pintu itu dengan kunci ini.*

d. **ALANGKAH / BETAPA**

(bila diikuti kata sifat dengan tanda seru di akhirnya)

How beautiful you are!

*Alangkah cantiknya kamu!*

How foolish the student is!

*Betapa gobloknya siswa itu!*

How black your father is!

*Betapa hitamnya ayahmu!*

**Catatan** : Letak “to be” akan membedakan artinya, misalnya:

How tall you are!

*Betapa/Alangkah tingginya anda!*

How tall are you?

*Berapa tingginya anda?*

e. *BERAPA HARGANYA/BIAYA*

(bila diikuti oleh much).

How much did you buy this watch?

*Berapa harganya kau beli jam tangan ini?*

How much does this building cost?

*Berapa gedung ini berbiaya?*

f. *BERTANYA TENTANG UKURAN/JUMLAH*

How many meters is the snake?

*Berapa meter ular itu?*

How long is the table?

*Berapa panjang meja itu?*

How wide is the window?

*Berapa lebar jendela tersebut?*

How many pens do you have?

*Berapa banyak pulpen yang kau miliki?*

How long is her hair?

*Berapa panjang rambutnya?*

g. *BERAPA KALI*

(menanyakan “berapa kali”, bila diikuti kata many times).

How many times do you study English in a week?

*Berapa kali kamu belajar Bahasa Inggris dalam seminggu?*

How many times do you pray in a day and night?

*Berapa kali kamu sembahyang dalam sehari semalam?*

**Catatan:**

Once (one time) = *sekali*.

Twice (two times) = *dua kali*

Thrice (three times) = *tiga kali*

Fifteen times = *lima belas kali*

Four times = *empat kali seterusnya tambah times*,

100 kali = *one hundred times, dst.*

**12. AS – ADJECTIVE – AS : SAMA / SE ....**

As beautiful as = *secantik*

As black as = *sehitam*

As old as = *sebaya, setua*

As white as = *seputih*

The girl is as pretty as her mother.

*Gadis itu secantik ibunya.*

Surabaya is not as big as Jakarta.

*Surabaya tidak sebesar Jakarta.*

As far as I know, he is a smart boy.

*Sejauh yang saya ketahui, ia adalah anak yang cerdas.*

**13. COMPARATIVE DEGREE (CD) : CD AND  
CD = MAKIN LAMA.... MAKIN.... /  
SEMAKIN....**

The day is hotter and hotter.

*Hari makin lama makin panas.*

You are fatter and fatter.

*Kamu semakin gemuk.*

We are older and older.

*Kita makin lama makin tua.*

Sofie is more and more beautiful.

*Sofie makin lama makin cantik.*

You look sweeter and sweeter.

*Kau kelihatannya semakin manis saja.*

The weather is cooler and cooler.

*Cuaca makin lama makin dingin.*

#### **14. THE CD... THE CD... MAKIN... MAKIN...**

The more we have the more we want.

*Makin banyak kita miliki makin banyak kita ingini.*

The quicker you do the better.

*Makin cepat kau kerjakan makin baik.*

The sooner you came here the better.

*Makin cepat kamu datang kemari makin baik.*

The richer he is the stingier.

*Makin kaya dia makin pelit.*

#### **15. FORMER - LATTER : YANG TERDAHULU & YANG KEMUDIAN.**

Jakarta and Surabaya are large cities in Indonesia.

The latter has population of three millions.

Lily and Vivi have completed their study at Trendy

English Institute, the former will enter a university in Singapore and the latter will be a tourist-guide.

**16. EITHER... OR.... = JUGA.... MAUPUN....  
NEITHER.... NOR.... = TIDAK JUGA....  
MAUPUN....**

Either you or I passed in the examination.

*Juga kau maupun saya lulus dalam ujian itu.*

Either my father or my uncle is invited to Mr. Amin's birth-day party.

*Juga ayah maupun paman saya diundang ke pesta HUT Pak Amin.*

Now the widow has neither husband nor child.

*Sekarang janda itu tidak mempunyai suami maupun anak.*

Neither you nor I was present at the seminar yesterday.

*Juga kamu maupun saya tak hadir di seminar itu kemarin.*

**17. SO = BEGITU, JADI, MAKA, OLEH  
KARENA ITU.... SO THAT = AGAR,  
SUPAYA.... SO.... THAT.... = BEGITU....  
SEHINGGA....**

I hope so.

*Saya kira begitu.*

Do you think we can pass in the exams? I think so.

I want to buy a new story book, so my father gives me some money.

You must get up earlier tomorrow morning so that you will not be late to catch the train.

*Kamu harus bangun lebih cepat besok pagi agar kamu tidak akan terlambat menaiki kereta api.*

The tea is so hot that I can't drink it.

*Teh ini begitu panas sehingga saya tak dapat meminumnya.*

The dog was so foolish that it jumped into the river.

*Anjing itu begitu bodohnya sehingga ia melompat ke dalam sungai.*

The beggar is so hungry that he can't walk properly.

*Pengemis itu begitu lapar sehingga ia tak dapat berjalan dengan sewajarnya.*

## **18. KEEP + OBJECT + ADJECTIVE = JAGALAH.... AGAR TETAP....**

Keep the class clean!

*Jagalah kelas agar tetap bersih!*

We should keep our house tidy and clean every time.

*Kita harus menjaga rumah kita agar tetap rapi dan bersih setiap saat.*

Keep your body fit by doing exercise regularly!



*Jagalah tubuhmu agar tetap bugar dengan melakukan olahraga secara teratur!*

## **19. ADA DUA BENTUK PAST TENSE ATAU PAST PARTICIPLE DARI KATA KERJA BERIKUT YANG BERLAINAN PEMAKAIANNYA**

**Hang – Hanged – Hanged** = *Menggantung*  
(*Menghukum orang dengan cara digantung*)

The murderer was caught and hanged. (benar).

The murderer was caught and hung. (salah).

*Pembunuh itu ditangkap dan digantung.*

**Hang – hung – hung** = *mengantung* (benda seperti; lampu, gambar dsb.)

He hung the picture yesterday. (benar).

He hanged the picture yesterday. (salah).

**Bid – bade – bidden (bid)** = *memerintah, menyuruh*

He bade me to come here.

*Ia menyuruhku datang kemari.*

**Bid – bid – bid** = *menawar.*

John bid \$ 500 for the painting.

*John menawar \$ 500 untuk lukisan itu.*

## **20. TO BE INCLINED TO = CENDERUNG UNTUK.**

We are inclined these days to think more liberty than of responsibility.

*Kita cenderung dewasa ini untuk memikirkan lebih banyak tentang kemerdekaan daripada tanggungjawab.*

After passing in the final examination, he is inclined to continue his study in Bandung,

*Setelah lulus dalam ujian akhir, ia cenderung untuk melanjutkan kuliahnya di Bandung.*

Generally Indonesian scholars are inclined to be civil-servants.

*Para sarjana Indonesia pada umumnya cenderung untuk menjadi pegawai negeri.*

## **21. NEARLY = HAMPIR**

It's nearly seven o'clock. Why don't you go to school yet?

*Sekarang hampir pukul 7, kenapa kau belum pergi ke sekolah?*

This happened nearly twenty years after his father's death.

*Kejadian ini hampir 20 tahun setelah kematian ayahnya.*

We have nearly reached our destination

*Kita sudah hampir mencapai tujuan kita.*

The meeting is nearly finished.

*Rapat itu hampir selesai.*

My mother has been ill nearly 10 years.

*Ibuku sudah sakit hampir sepuluh tahun lamanya.*

## **22. HARDLY = HAMPIR TIDAK**

I can hardly believe what you say.

*Aku hampir tak dapat percaya apa yang kau katakan.*

He hardly knows what to do.

*Ia hampir tidak mengetahui apa yang akan dilakukannya.*

My father can hardly walk because of his sprained ankle.

*Ayahku hampir tak dapat berjalan karena kakinya terkilir.*

## **23. HARDLY EVER = HAMPIR TAK PERNAH**

I hardly ever have time to come to see you.

*Saya hampir tak pernah mempunyai waktu untuk datang menemuimu.*

He hardly ever forgets his duties.

*Ia hampir tak pernah melupakan tugas-tugasnya.*

## **24. HARDLY ANYBODY = HAMPIR TAK SEORANGPUN**

At night you will find hardly anybody in the street.

*Pada malam hari kau akan menemukan hampir tak seorangpun di jalan.*

Hardly anybody trusts him.

*Hampir tak seorangpun mempercayainya.*

Hardly anybody can speak Indonesian in my village.

*Hampir tak seorangpun dapat berbahasa Indonesia di desaku.*

## **25. HARDLY ANYWHERE = HAMPIR TAK ADA DIMANAPUN**

This flower is found hardly anywhere in this country.

*Bunga ini hampir tak ada dimanapun ditemukan di negeri ini.*

We stopped hardly anywhere on our way from Medan to Padang.

*Hampir tak dimanapun kami berhenti dalam perjalanan dari Medan ke Padang.*

## **26. NOT ONLY....BUT ALSO.... = TIDAK/BUKAN HANYA....TETAPI JUGA....**

She is not only beautiful but also clever.

The man was not only accused but also convicted.

He is not only stupid but also lazy.

## **27. PENGGUNAAN CAN (COULD), SHALL, WILL, MUST, TO BE ABLE TO.**

**Note:** tidak boleh kata Bantu beiringan dalam satu kalimat. Misalnya: Kita mau mengatakan “Saya harus bisa berbahasa Inggris tahun depan”

Salah: I must can speak English next year.

Benar: I must be able to speak English next year.

(gunakan **be able to** sebagai ganti **can**)

Salah: shall can speak Arabic if I study hard.

Benar: I shall be able to speak Arabic if I study hard.

*Saya akan bisa berbahasa Arab jika saya belajar sungguh-sungguh.*

## **28. PENGGUNAAN ANOTHER – OTHER – OTHERS – ANY OTHER = YANG LAIN.**

“ANOTHER” kata ini dibentuk dari **an** dan **other**, tetapi sebagai gantinya ditulis **another**, selalu dipakai untuk menunjukkan tunggal.

Misalnya:

She has read another magazine.

*Dia telah membaca majalah yang lain.*

Please give me another book!

*Tolong berikan saya buku yang lain!*

There is another boy in the next room.

*Ada anak yang lain di kamar sebelah.*

“OTHER” dipakai untuk jamak.

The other boys are not present.

*Anak-anak yang lain tidak hadir.*

Kalimat di bawah ini salah:

The others boys are not present.

(OTHERS bukan *adjective* tetapi *pronoun*/kata ganti, sedangkan *adjective*-nya adalah **other** tanpa huruf “s”)

the others girls. (salah) seharusnya

The other girls.

“OTHERS” = *yang lain* (sudah langsung orang atau benda) sebagai *pronoun*.

The others are not present today.

*Yang lain tak hadir hari ini.*

Where are the others?

*Mana yang lain?*

“ANY OTHER” yang lain, dipakai untuk baik bentuk tunggal maupun jamak dalam kalimat negative.

Misalnya:

I haven’t seen any other student today.

I haven’t seen any other students today.

## **29. BERHATI-HATI DENGAN PEMAKAIAN KATA-KATA : COWARD & COWARDLY. MISER & MISERLY.**

COWARD (noun) = langsung orangnya, berarti: *pengecut, penakut*, *adjective*-nya COWARDLY.

Misalnya:

You are a coward boy. (salah)

You are a cowardly boy. (benar)

That man is a coward.

A cowardly leader is not needed in this country.

*Seorang pemimpin yang pengecut tidak diperlukan di negeri ini.*

Begitu Juga Kata : Miser (noun) = orang yang pelit, kikir. Miserly (adjective)

Misalnya:

Mr. Bakheel is a miser, and his wife is very miserly too.

*Pak Bakheel adalah seorang yang pelit dan istrinya juga sangat pelit.*

I wonder why my father has been more and more miserly recently.

*Saya penasaran mengapa ayah saya semakin pelit akhir-akhir ini.*

### **30. TO OPEN dan OPEN**

I have found all the windows opened. (salah)

I have found all the windows open. (benar).

The door is opened by him. Dibuka (passive) : benar

The door is open. Terbuka (adjective) : benar.

### 31. PENGGUNAAN “NOT” DAN “NO”

NOT selalu diikuti kata: VERB, ADJECTIVE, ADVERB.

He does **not** go to Medan. ( go= verb )

She is **not** fat. ( fat= adjective )

I am **not** pretty well. ( pretty= adverb )

NO selalu diikuti oleh kata NOUN atau ADVERB yang hanya digunakan sebelum comparatives.

Misalnya:

I have **not** book. (salah)

I have **no** book. (benar)

There are **no** students in the class room. (benar)

There are **not** students in the class room. (salah)

There are **not** any students in the class room. (benar).

Any = adjective. Contoh NO dengan adverb sebelum comparatives.

I have **no more** money now.

*Saya nggak punya uang lagi sekarang.*

More = comparative degree.

### 32. AS & LIKE

As = *sebagai, sebagaimana.*

**As** adalah *conjunction* selalu diikuti oleh noun



ataupun *pronoun* dalam *nominative case*.

You do not play the game like I do. (salah)

You do not play the game as I do. (benar)

**Like** = kata ini bukan *conjunction*, tetapi adalah *adjective* yang merupakan kata depan yang diikuti oleh *noun* atau *pronoun* dalam *objective case*.

You do not look as your father. (salah)

You do not look like your father. (benar)

### 33. PEMAKAIAN “ALL” SEBAGAI TUNGGA

Nothing is left, all are lost (salah).

Nothing is left, all is lost. (benar).

All of us are present. (benar),

menunjukkan orang.

“all” meaning everything, take a singular verb.”all” meaning everybody, takes a plural verb.

### 34. PERBEDAAN “FARTHER & FURTHER”

Ada dua bentuk comparative degree dari “far”:

**Far – farther – farthest** = *jauh – lebih jauh – paling jauh*.

**Far – further – furthest** = *lanjut – lebih lanjut – paling lanjut*.

Your house is farther than mine. (lebih jauh)

You will get further information later. (lebih lanjut)

For further information, please contact Handphone  
Number : 081361747210 or ( 061– 4528758)

### 35. PERBEDAAN ANTARA “SCENE & SCENERY” = PEMANDANGAN

The scenery of a beautiful lake. (salah)

The scene of a beautiful lake. (benar)

The scene of in Indonesia is beautiful. (salah)

The scenery in Indonesia is beautiful (benar)

**Scene** menunjukkan suatu tempat yang khusus atau istimewa. **Scenery** menunjukkan suatu pemandangan yang umum dari suatu negeri.

**Catatan:** scenery adalah tunggal, tidak bisa digunakan sebagai jamak. (A “scene” refers to one particular place, while “scenery” refers to the general appearance of the country. “scenery” cannot be used in the plural).

### 36. PERBEDAAN = OLDER (OLDEST) & ELDER (ELDEST)

**Older (oldest)** = *lebih tua (paling tua)* digunakan untuk baik orang maupun benda, menunjukkan usia. Sedangkan **elder (eldest)** dipakai untuk orang yang bertalian keluarga yang berarti “ *lebih tua/kakak atau abang*), eldest, yang *tertua atau paling sulung*.

This boy is elder than that one. (salah)

This boy is older than that one. (benar)

This boy is the eldest of all. (salah)

This boy is the oldest of all. (benar)

My older brother is called John. (salah)

My elder brother is called John. (benar)

(“older and oldest” are applied to both persons and things; while “elder and eldest” are applied to persons only, and most frequently to related persons. Warning! “elder” cannot be followed by ‘than’).

### **37. BERHATI-HATI DENGAN PEMAKAIAN: FOUND & FIND**

Find – found – found = *menemukan, mendapatkan, mencari.*

He tried to find his lost pen.

*Ia mencoba mencari pulpenya yang hilang.*

His lost ring has been found by him.

*Cincinnya yang hilang telah ditemukannya.*

He found some shells on the beach yesterday.

*Ia mencari beberapa kerang di pantai kemarin.*

### **38. FOUND – FOUNDED – FOUNDED = MENDIRIKAN, MENYELENGGARAKAN, BERDASARKAN**

He founded this school 50 years ago.

*Ia mendirikan sekolah ini 50 tahun yang lalu*

We cannot found this building when we have not enough money.

*Kita tak bisa mendirikan gedung ini bila kita tidak mempunyai cukup uang.*

The music concert was founded by PT. Gudang Garam.

*Konser musik itu diselenggarakan oleh PT. Gudang Garam.*

### **39. PEMAKAIAN TO SLEEP – TO GO TO BED – TO GO TO THE BED.**

Kita tak boleh mengatakan:

I shall sleep early tonight.

Yang benar :

I shall go to bed early tonight.

Lihat Keterangan Berikut:

“to go to bed” denotes the act of lying down on a bed in preparation for going to sleep. Thus we can say that a person “went to bed” at nine o’clock. Then he slept soundly.

TO GO TO BED = *Berarti Mau Tidur Atau Persediaan Akan Tidur Bukan Sedang Tertidur.*

Misalnya lagi:

Mary said, “Good night, mother!”

I shall go to bed. (bukan sleep)

Well , it's eight o'clock already, where is Mary?

She is sleeping. (sedang tidur)

TO GO TO THE BED = *artinya pergi tidur, tetapi bukan tidur sebenarnya, yakni hanya pergi ke tempat tidur untuk bergolek-golek/berbaring saja.*

Excuse me! I'll go to the bed for a rest.

*Maaf! Saya akan ke tempat tidur untuk istirahat sebentar.*

(bukan akan tidur tetapi rilex atau sekedar merebahkan badan saja).

#### **40. SUATU HAL YANG SALAH APABILA KITA MENAMBAH KATA SANDANG "THE" DI DEPAN KETERANGAN TEMPAT SEDANGKAN YANG KITA MAKSUD ADALAH TUJUANNYA KITA KE TEMPAT ITU.**

Misalnya:

Kita mau mengatakan "Saya akan pergi ke Pasar" dengan tujuan berbelanja (membeli sesuatu), maka salah kalau kita katakan :

I shall go to the market. Yang benar:

I shall go to market. (tanpa THE)

Jadi Perbedaannya:

I shall go to market. (*pergi ke pasar untuk berbelanja*)

I shall go to the market. (*hanya pergi ke pasar saja*)

Begitu juga kata-kata berikut:

TO GO TO CHURCH = *pergi ke Gereja untuk beribadah*

TO GO TO THE CHURCH = *pergi ke gereja tanpa maksud beribadah.*

Bandingkan Kata-kata Berikut:

Go to bed = *pergi tidur*

Go to the bed = *pergi ke tempat tidur (bukan untuk tidur)*

Go to prison = *dipenjarakan*

Go to the prison = *mengunjungi penjara*

Go to hospital = *berobat ke rumah sakit*

Go to the hospital = *bezuk ke rumah sakit*

Go to school = *pergi ke sekolah (untuk belajar)*

Go to the school = *pergi ke sekolah (hanya mengunjungi saja)*

Go to sea = *berlayar*

Go to the sea = *pergi ke laut (hanya berkunjung/melihat)*

### **Pengecualian:**

Kata-kata berikut harus pakai THE  
misalnya:

university, station, cinema, theatre etc.

He goes to the university. (kuliah)

I go to the station by bike. (naik trem, bus, kereta api dsb.)

Julie goes to the theatre. (menonton)

#### **41. PERBEDAAN “EACH OTHER & ONE ANOTHER**

**Each other** = *satu sama lain/saling*, digunakan untuk dua orang.

These two boys help each other.

My father and mother love each other.

**One another** = *satu sama lain/saling*, digunakan untuk lebih dari dua orang.

All the students help one another.

**Catatan:** Belakangan kedua kata diatas bisa saling menggantikan.

#### **42. KALAU KITA AKAN MENGATAKAN SUATU KALIMAT DENGAN DIMULAI KATA SIFAT (ADJECTIVE), MAKA HARUS MEMAKAI POKOK KALIMAT DENGAN POLA :**

It's + Adjective + to + Infinitive Verb.

Misalnya:

It's easy.... *Mudah...*

It's difficult ... *Sulit...*

It's quite interesting... *Sungguh menarik...*

It's exciting... *Sungguh menggembarakan...*

It's nice... *Enak sekali/sedap sekali...*

It's easy to say something but difficult to do it.

It's hard (difficult) to learn Arabic.

Hard to learn Arabic. (salah)

It's easy to open this door.

It's difficult to understand his words.

It's quite interesting to read this book.

It's exciting to go for a picnic to Bukit Lawang.

It's nice to have dinner at "Wong Solo Restaurant"

#### **43. BENTUK "GERUND (VERB+ING)" HARUS DIGUNAKAN PADA EMPAT HAL:**

- Sebagai SUBJECT :

**Walking** in the morning is a good exercise.

*Berjalan di pagi hari adalah olahraga yang baik.*

- Sebagai OBJECT:

I like **smoking**.

He likes **hiking**.

- Setelah PREPOSITION :

Misalnya:



**Without** = *tanpa* :

I can't sleep without smoking first.

*Saya nggak bisa tidur tanpa merokok dulu.*

**Before** = *sebelum* :

Before having breakfast, I take a bath.

*Sebelum sarapan, saya mandi.*

**After** = *sesudah* :

After studying English, he watches a football match.

*Setelah belajar Bahasa Inggris, ia menonton pertandingan sepak bola.*

Dan seterusnya setelah PREPOSITION diikuti GERUND

**Setelah Kata-kata Tertentu Sebagai Berikut:**

**KATA KERJA :**

1. **avoid** = *menghindari, menjauhkan diri dari*:

We can't avoid making mistakes.

can't stand, can't avoid, can't bear, can't help =  
*tak tahan*:

I can't stand living in this house.

*Aku tak tahan tinggal di rumah ini*

2. **enjoy** = *menikmati, bersenang-senang, suka akan*:

She always enjoys playing golf.

**Catatan:** kata: like, dislike, begin dapat diikuti gerund atau infinitive with "to", kedua kata

berikut benar:

I like swimming atau I like to swim.

3. **delay** = *menunda untuk*:

I delay answering the question.

Can you delay going to Jakarta?

4. **escape** = *nyaris, melarikan diri*:

He escaped drowning.

5. **excuse** = *mengizinkan, memaafkan*:

Excuse me for coming late.

6. **finish** = *menyelesaikan, selesai* :

Have you finished eating? (benar).

Have you finished to eat? (salah).

7. **go on (keep on/keep)** = *terus menerus*:

The music went on playing whole day.

Why does the baby keep crying today?

Keep moving! Maju terus!

Keep learning! Belajar terus!

8. **mind** (would you mind/do you mind) = *sudikah anda* :

Would you mind shutting the door?

Would you mind not smoking in my room?

Do you mind not making a noise here?

9. **practise** = *latihan, melatih*:

Let's practise dancing now!

We must practise speaking English.

10. **postpone** = *menunda* :

I shall postpone writing till I learn full particulars.

11. **remember** = *ingat, teringat*:  
I don't remember calling him.
12. **stop** = *berhenti*:  
Stop talking!  
I don't want to stop walking.
13. **give up** = *jera, kapok, berhenti, menyerah* :  
The boy had given up smoking.  
He never gives up stealing.
14. **understand** = *mengerti bagaimana, memahami bagaimana*:  
He understands managing his business.
15. **risk** = *mengambil risiko* :  
We can't risk leaving her alone.
16. **miss** = *nyaris, hampir* :  
He missed getting killed.  
I missed falling down from the building yesterday.
17. **need + gerund** = *perlu di.....*  
The naughty boy needs warning  
(*Anak yang nakal itu perlu diperingati*).

### **KATA-KATA SIFAT TERTENTU :**

18. **to be busy** = *sibuk*:  
Are you busy studying now?
19. **to be worth** = *patut di/pantas di.....*:  
I think this film is not worth seeing by the

children (*Saya kira film ini tak pantas ditonton oleh anak-anak*)

## **SETELAH UNGKAPAN TERTENTU BERIKUT INI :**

20. **It's no use** = *sia-sia saja, tak ada gunanya:*

It's no use reading this book.

It's no use visiting her right now.

21. **It's no good** = *tak baik:*

It's no good smoking for children.

It's no good spitting on the floor.

22. **There is no harm in** = *tak ada ruginya, tak berbahaya:*

There is no harm in visiting her now.

23. **have the pleasure of** = *senang sekali:*

She has the pleasure of dining in my house.

24. **take pleasure in** = *mendapat kebahagiaan/ kegembiraan dalam :*

I take pleasure in gardening.

## **44. PENEMPATAN "ONLY" DALAM KALIMAT.**

I only saw him once after that. (salah)

I saw him only once after that. (benar)

"only" harus diletakkan langsung kepada yang dituju, dalam kalimat pertama saw bukanlah tujuan dari pada only, jadi once adalah tujuan dari pada only.

Begitu juga:

I only have two books. (salah)

I have only two books. (benar)

## **45. HABIT & CUSTOM**

Telling lies is a very bad custom. (salah)

Telling lies is a very bad habit. (benar)

*Berbohong adalah suatu kebiasaan yang buruk.*

The Chinese have strange habits. (salah)

The Chinese have strange customs. (benar)

*Bangsa Tionghoa mempunyai kebiasaan yang aneh.*

**“habit”** kebiasaan yang berlaku untuk perseorangan, sedangkan **“custom”** adalah kebiasaan yang berlaku untuk suatu kelompok, masyarakat atau suku bangsa.

## **46. WANNA – GONNA - GOTTA**

The three words are not standard.

Such words or expressions are usually spoken in daily communication and as informal language, limited among family members especially children and also closed friends or as song words.

WANNA refers to “want or want to” = *ingin, mau*.

Do you wanna go now?

(Do you want to go now?)

I wanna hamburger, Mom!

(I want hamburger , Mother!)

GONNA refers to “going to” = *akan, mau*.

What you gonna do about it?

(What are you going to do about it?)

I think I’m gonna quit my job.

(I think I am going to quit my job).

GOTTA refers to “have/has got to” = *mempunyai, harus*.

I gotta go now. (I’ve got to go now.)

Saya harus pergi sekarang.

Gotta cigarette? (Have you got a cigarette?).

*Punya rokok?*

## **47. ADMIT, ADMISSION, DAN ADMITTANCE.**

Kata Admit selain diterjemahkan “mengakui” juga berarti “masuk” , misalnya masuk Perguruan Tinggi, masuk Klub Malam. Bentuk noun atau kata bendanya adalah admission (the act of entering) dan admittance (the right to enter).

contoh:

It is difficult to be admitted to Zaitun Business School. Annual admission is limited for the top 150 students from all over Indonesia.

*Sangat sulit untuk masuk ke Zaitun Business School. Penerimaan siswa setiap tahun dibatasi hanya untuk 150 siswa paling top dari seluruh Indonesia.*

I still consider that my admittance to this university a blessing.

*Saya masih menganggap bahwa masuknya saya ke Perguruan Tinggi ini merupakan suatu berkah.*

To admit this club, you must pay Rp2,000,000.- in advance of Rp5,000,000.- as registration fee.

*Untuk masuk ke club ini, anda harus membayar panjar 2 juta rupiah dari sebesar 5 juta rupiah sebagai uang pendaftaran.*

#### **48. ALWAYS.**

“Always” yang berarti “selalu” dan sering digunakan dalam bentuk present tense juga dapat digunakan dalam bentuk present perfect maupun past tense.

- Rani always goes to school at 6 in the morning. (present tense)

*Rani selalu pergi ke sekolah pukul 6 setiap pagi.*

- When I was in Washington DC., I always took the subway to go to the office. (past tense)

*Ketika saya berada di Washington DC., saya selalu pergi ke kantor dengan menggunakan kereta bawah tanah.*

- “I have always wanted to be a teacher since I was a kid”, said Wulan. (present perfect tense)  
“*Sejak kecil, saya selalu ingin menjadi guru*”, kata Wulan.

## **49. ARTIST**

Dalam bahasa Indonesia, artis biasanya diartikan *pemain film, pemain sinetron, dan penyanyi*. Dalam bahasa Inggris, arti artist lebih luas daripada itu.

Kata dasar artist adalah (**art**=seni), sehingga artist berarti semua orang yang berhubungan dengan art. Jadi artist bisa untuk musisi (musician), pematung (sculptor), pelukis (painter), penari (dancer) dsb. Untuk pemain film pria biasa disebut actor, sedang wanita adalah actress.

## **50. PEOPLES**

“people” adalah bentuk jamak dalam arti “*orang, rakyat atau masyarakat*”, dan tidak mempunyai bentuk tunggal. Namun “people” menjadi bentuk tunggal jika ingin menyatakan “bangsa” bentuk jamaknya adalah “peoples”

Contoh:

- Look! There are so many people in the street.  
What’s wrong?

*Lihat! Banyak orang di jalanan. Ada apa?*



- American Corners which are established at several universities in Indonesia aim to build a mutual understanding between two peoples of American and Indonesian.

*American Corner yang didirikan di beberapa universitas di Indonesia bertujuan untuk membangun saling pengertian antara kedua bangsa yakni Amerika dan Indonesia.*

## **51. WATERS**

Sama seperti “peoples”, waters jarang dipahami sebagai bentuk jamak dari water. Water dianggap hanya mempunyai bentuk tunggal. Namun, waters, ada dan benar. Untuk menterjemahkan “air”, gunakan water. Namun “perairan”, gunakan “waters”

With its deep waters, this port can easily dock big cargo ships.

*Dengan perairannya yang cukup dalam, pelabuhan ini dapat menampung kapal-kapal kargo yang besar.*

## **52. PENGGUNAAN KATA AVENGE DAN REVENGE = menuntut balas, balas dendam.**

Dalam bahasa Indonesia kelihatannya kedua kata ini memiliki arti yang sama. Namun dalam bahasa Inggris, kedua kata ini digunakan untuk balas

dendam yang dilakukan oleh orang yang berbeda.

**Avenge** digunakan untuk balas dendam yang dilakukan oleh seseorang untuk orang lain. Misalnya:

He avenged his sister's murder.

*Dia menuntut balas atas pembunuhan kakaknya.*

**Revenge** digunakan untuk balas dendam yang dilakukan oleh seseorang untuk orang itu sendiri. Misalnya:

I want to take revenge on his bad deed to me.

*Aku ingin balas dendam atas perbuatannya yang buruk terhadap saya.*

When his partner cheated him, he wanted revenge.

*Ketika patnernya menipunya, ia ingin membalas dendam.*

If you revenge yourself on someone who has hurt you, you hurt them in return.

*Jika kau membalas dendam terhadap seseorang yang telah menyakiti mu, sebagai balasnya kau juga telah menyakitinya.*

### **53. HATI-HATI MENGGUNAKAN KATA ADMIT DAN CONFESS.**

Admit berarti “*mengakui*” dalam arti “*menerima fakta*” atau “*tidak membantah*”

I have to admit that Andy is a genius.

*Saya harus mengakui bahwa Andy adalah seorang yang jenius.*

Confess berarti “mengaku” dalam arti “mengakui kesalahan”

He finally confessed that he broke the window pane.

*Akhirnya dia mengakui bahwa dia yang memecahkan kaca jendela itu.*

## 54. KEY-WORDS: KATA KUNCI

“Key-words” merupakan kata-kata sifat (*adjectives*) yang mempunyai pasangan *preposition* yang pasti dan baku baik dalam percakapan (*conversation*) ataupun dalam tulisan (*writing*). Oleh karena itu, ketika kita memasuki “dunia” Bahasa Inggris, kita tidak boleh terikat dengan kaedah bahasa lain, akan tetapi kita harus mengikuti standarisasi yang sudah ditetapkan:

misalnya;

Kalau kita akan mengatakan “*Botol itu penuh dengan minyak*” dalam Bahasa Inggris terjemahan langsung adalah “*The bottle is full with oil*”, kata **full with** ini tidak pernah digunakan dalam bahasa Inggris yang standar (baku), akan tetapi yang benar adalah; **full of** (*The bottle is full of oil.*), **full of** berarti “penuh dengan”

Demikian ketentuan dalam Bahasa Inggris walaupun kedengarannya agak janggal dalam Bahasa Indonesia.

Berikut ini kata-kata yang mempunyai pasangan preposisi yang sudah baku beserta contoh dalam kalimat. Diharapkan anda dapat melatih diri dengan membuat kalimat-kalimat lain dengan menggunakan kata-kata KEY-WORDS. Pada umumnya key-words yang berpasangan dengan preposisi berikut ini jika diikuti oleh VERB, verb-nya harus GERUND (verb+ing),

misalnya;

He is interested in joining our English course.

*Dia berminat mengikuti kelompok les Bahasa Inggris kita.*

Perlu diketahui bahwa, rangkaian kalimat-kalimat yang menggunakan KEY-WORDS akan lebih indah jika kita juga menggunakan kata-kata EXPRESSIONS.

Misalnya:

What a shame! She is interested in a pickpocket.

But it's a good thing if she is not in love with him.

*Sayang sekali! Dia naksir dengan seorang pencopet.*

*Tapi ada baiknya kalau ia tak berpacaran dengannya.*

Karena Key-words merupakan Adjective, gunakan to be (is-am-are-was-were-be-been) sebagai kata bantunya:

1. **interested in** = *tertarik dengan, berminat kepada, berminat dalam, naksir dengan, tertarik kepada:*

Many people are interested in this book.

Are you interested in me? (bukan: interested with)

2. **angry with**( usually used for person ,bukan: angry to) = *marah kepada* :

She is always angry with me. Was your father angry with you last night?

(**angry at** used for things as; The man is angry at the weather).

3. **full of** = *penuh dengan* :

Is the magazine full of pictures?

4. **afraid of** (bukan afraid with) = *takut dengan/ akan*:

Many people are afraid of snake.

5. **absorbed in** = *asyik dengan, lagi asyik* :

when I came to your house yesterday, your mother was absorbed in reading a book in the living-room.

6. **annoyed with**(vexed with) = *jengkel sekali dengan, sakit hati dengan* :

Is your mother ever annoyed with you?

I have been annoyed with her since she had looked down my family.

7. **accustomed to** (used to) = *biasa dengan, lazim dengan*:

Lucy was accustomed to cool weather.

Are you used to this food?

8. **ashamed of** = *malu dengan* :

Why are you not ashamed of your deed?

The naughty girl is never ashamed of her fault.

9. **ashamed for** = *malu karena* :

The children are ashamed for their parents' bad deed.

10. **anxious about** = *cemas dengan/akan* :

I am always anxious about my son's future because he is very weak in English.

11. **worried about** = *khawatir tentang* :

Sorry, are you worried about your sick grandma? We are very worried about your visit to his house.

12. **shy of** = *segan dengan, malu akan* :

Well, actually I am not afraid of my father but I am shy of him.

13. **careful of** = *berhati-hati dengan* :

We must be careful of that man.

**Keenam kata berikut selalu diikuti oleh infinitive:**

14. **reluctant to** = *enggan* :

I wonder why he is reluctant to come to my house.

15. **sorry to** = *menyesal* :

I'm sorry to tell you that I'm not able to attend the class today.

16. **ready to** = *siap untuk, bersiap-siap untuk* :

Are you ready to follow the examination?

17. **forced to** = *terpaksa* :

My sister is forced to marry that man.

18. **willing to** = *rela, ikhlas* :  
You look not willing to do this job.  
Are you willing to teach me?
19. **about to** = *baru saja akan* :  
When I was about to call you, suddenly you  
knocked at my door.
20. **clever at** = *pandai dalam* :  
My second son is very clever at maths.

**Catatan:**

Khusus untuk menyatakan “**suatu keahlian**”  
misalnya:

*Johnny pandai dalam Bahasa Inggris.*

Salah kalau kita katakan :

**Johnny is clever in English.**

Yang benar adalah:

**Johnny is clever at English.**

Akan tetapi kalau yang dimaksud adalah sifat  
seseorang, maka dipakai **clever in** :

misalnya:

**Johnny is clever in the class.**

*Johnny pandai di dalam kelas.*

Lihat lima kata berikut yang mempunyai pola  
yang sama!

21. **good at** = *baik dalam* :  
He is good at biology.  
My son Tom, is good in the class.

*Tom baik (sifatnya) di kelas.*

My brother is good at solving problems in maths.

22. **slow at** = *lamban dalam (menangkap pelajaran):*

Johnny was different from his brother Tom,  
Johnny was quick at maths while Tom is slow at maths.

23. **quick at** = *cepat dalam :*

He is always quick at writing and painting.  
He is quick at making friends.

24. **bad at** = *jelek dalam :*

Anton is always bad at geography.  
Is your son bad at maths (mathematics)?

25. **efficient at** = *effisien dengan/pada :*

The new secretary is not efficient at her work.  
Khusus untuk kata **weak** adalah kata **weak in**  
bukan **weak at** = *lemah dalam :*

Now many primary students are very weak in mathematics.

26. **hard on** = *berlaku kasar terhadap, berbuat kasar dengan :*

Up to now I have never been hard on my parents.  
I don't like him because he is always hard on me.

27. **jealous of** = *cemburu dengan :*

Why is your wife very jealous of me?

28. **married to/with** = *kawin dengan :*



He will be married to my sister next year.

29. **engaged to/with** = *bertunangan dengan* :  
Have you been engaged to her?  
She has been engaged to her fiancée three months ago.
30. **opposed to** = *bertentangan dengan* :  
I am never opposed to the Government's policy.  
The brothers are always opposed to each other.
31. **pleased with** = *senang dengan* :  
Are you pleased with this present?
32. **displeased with** = *tak senang dengan* :  
Many people are displeased with your mother's attitude.
33. **proud of** = *sombong akan, bangga dengan, sombong karena* :  
Although he is rich, he is never proud of his richness.
34. **related to** = *berfamili dengan, berhubungan dengan, bertalian keluarga dengan* :  
By the way, are you related to Mr. Black?  
I think this case is quite related to last month's accident.
35. **satisfied with** = *puas dengan* :  
All the guests are satisfied with the hotel services.
36. **content with** = *puas dengan* :  
The boy was not content with his marks.
37. **similar to** = *mirip dengan, sama dengan* :

My first daughter is similar to my wife.

All the houses are similar to one another.

38. **superior to** (bukan : superior than) = *lebih unggul daripada* :

Economically, Malaysia is superior to Thailand.

These oil palm seeds are superior to these ones.

39. **certain of (sure of)** = *yakin dengan, pasti akan*:

Are you certain of going there?

Are you sure of his honesty?

40. **surprised at** = *tak menyangka tentang, heran akan/dengan* :

We are very surprised at the advance of the city's developments.

Are you surprised at me?

41. **tired of** = *bosan akan, jemu dengan* :

The nurse is tired of her job.

42. **suspicious of** = *curiga dengan* :

The polices are suspicious of their own members.

43. **upset over** = *bingung karena* :

Don't be upset over me.

The house-wives are always upset over the raise of prices.

44. **acquainted with** = *kenal dengan* :

Are you acquainted with my mother?

I have been acquainted with her father since last year.

45. **aware of** = *sadar akan/dengan* :  
We should be aware of our weakness.  
Although he is wrong, he is never aware of himself.
46. **addicted to** = *ketagihan dengan, kecanduan dengan*:  
Although he is addicted to smoking, he is seldom sick.  
The man is dead because he was too addicted to drugs.
47. **suitable for** = *cocok untuk, sesuai dengan* :  
Are these shoes suitable for me?  
The coat is not suitable for you because you are too thin.
48. **sorry for** = *menyesal karena, kasihan akan* :  
I am very sorry for that beggar.  
My father was very sorry for this happen.  
Every body is sorry for visiting her.
49. **ready for** = *siap sedia untuk, bersedia untuk*:  
This house is ready for use.  
I think the student is not ready for doing his homework yet.
50. **fond of** = *gemar akan/dengan, suka sekali dengan* :  
Many ladies and girls are fond of Indian films.  
Are you fond of sport?  
My father is very fond of children.
51. **equaled with** = *sebanding dengan, sejajar dengan*:

My house is not equaled with your house.  
Your height is not equaled with your weight.

52. **match for** = *sebanding dengan* :  
In my view the A Team is match for the B Team.
53. **famous for** = *terkenal karena* :  
North-Sumatera is very famous for its Danau Toba.  
Mr Bakhil has been famous for his stinginess since long long time ago.
54. **fed up with** = *sudah jemu dengan* :  
Are you fed up with this food?
55. **boring with** = *bosan dengan* :  
Probably the girl is boring with her life.
56. **off** = *tak jadi, urung, batal, libur* :  
I was off going to Jakarta yesterday.  
Were you off learning English with Mr. William?  
Today I am off, so we can go for a picnic.
57. **zealous in** = *bergiat, bergiat dalam, giat dalam*:  
In the Crisis Era such like this, I think we must be zealous in working, studying and running a business.
58. **in bad** = *dalam kesulitan* :  
Our country is in bad now, so, we should work hard.
59. **in trouble** = *dalam kesulitan* :  
On account of monetary crisis, more and more people are in trouble.
60. **in love (with)** = *berpacaran dengan, sedang*

*bermesraan* :

My sister is in love now, she will be married to her boyfriend next month.

By the way, is your daughter in love with Tommy?

61. **forgetful of** = *lalai akan* :

As a leader, he is never forgetful of his duties.

62. **confused with** = *bingung dengan* :

We are always confused with the news from televisions.

I wonder why my son has been confused with his study recently.

63. **anxious for** = *mengharapkan sekali, ingin sekali*:

The woman is anxious for her son to be a doctor.

64. **popular with** (bukan : popular among) = *popular diantara* :

F4 Group from Taiwan is very popular with the teenagers in Southeast Asian countries.

65. **dangerous for** = *berbahaya untuk, berbahaya bagi* :

Smoking is dangerous for our health.

66. **harmful for** = *berbahaya untuk* :

Semi-pornographic films are pretty harmful for the children.

67. **useful for** = *berguna untuk* :

What is this thing useful for?

*Berguna untuk apa benda ini?*

68. **expert at, expert in** = *pakar dalam, ahli dalam*:

Mr. Fadhil is expert in Islamic thought.

Mr. Azra is expert at History of Southeast Asia.

69. **gentle with** = *ramah dengan* :

I am pleased with your mother because she is very gentle with every one.

70. **familiar with** = *ramah dengan, ramah terhadap, akrab dengan, sangat memahami* :

The villagers are familiar with the visitors.

The applicants should be familiar with Microsoft Word Office.

71. **enough for** = *cukup untuk* :

Is this food enough for you?

72. **sufficient for** = *memadai untuk* :

I think my salary is not sufficient for one month, but it is sufficient for two weeks only.

73. **composed of** = *terdiri dari* :

Indonesia is composed of 5 big islands.

The USA is composed of 50 states.

74. **necessary for** = *perlu untuk* :

I think, it is not necessary for having a rest now, this is because our journey is still far from here.

75. **grateful for/to** = *bersyukur kepada* :

We must be grateful to God every time.

76. **ungrateful for** = *tak tahu berterima kasih kepada*:

He is ungrateful for my father's help.

77. **thankful for/to** = *terima kasih kepada, bersyukur kepada* :

We have to be thankful for our parents who have taken care ourselves since we were in our mother's womb (*rahim*).

77. **covered with** = *diliputi dengan, ditutupi dengan*:

Every morning Berastagi is covered with fog. Medan city has been covered with smoke since three days ago.

78. **on the move** = *mondar-mandir*

The man is on the move walking in the car park.

79. **cured of** = *sembuh dari* :

My mother has been cured of her cancer.

80. **doubtful of/about** = *ragu-ragu atas, ragu-ragu tentang* :

Frankly speaking, I am doubtful about your honesty.

81. **disappointed in** (thing) = *kecewa atas* :

My boss is always disappointed in my jobs.

82. **disappointed with** (person) = *kecewa dengan*:

Many people are disappointed with our cabinet's members.

83. **independent of** = *tak tergantung kepada, terlepas dari, mandiri, berdikari* :

Since I have had a job, I had been independent of my parents.

84. **dependent on** = *tergantung kepada* :

It is no good being dependent on the others.  
Because I am still dependent on my parents, I must tell them what will I do.

85. **inferior to** (bukan inferior than) = *lebih rendah dari pada (mutu, keadaan dll.)* :

Chinese products are inferior to Japanese products.

86. **Junior to** (bukan junior than) = *lebih junior/muda daripada* :

Mr. Ali is junior to my father in painting.

87. **senior to** (bukan senior than) = *lebih senior daripada* :

But Mr. Ali is senior to my father in calligraphy.

88. **capable of** = *mampu dalam* :

My uncle is capable of doing his jobs.

89. **on duty** = *sedang bertugas/dinas* :

Although today is Sunday, he is on duty.

90. **off duty** = *tidak sedang bertugas/dinas* :

All the officials of this bank are off duty every Saturday and Sunday.

91. **frightened of** = *takut akan/dengan* :

Are you frightened of this situation?

92. **scare of** = *takut akan/dengan* (American English) :

Are you scare of me?

93. **excited about** = *gembira dengan* :



All the children are excited about their play.

94. **nervous about** = *gugup/takut dengan* :  
The student is always nervous about the questions from his teacher.
95. **essential for** = *perlu untuk, penting untuk* :  
Karosene is quite essential for low-class people of Indonesia.
96. **handy for** = *berfaedah untuk* :  
Used clothes are very handy for the poor.
97. **used for** = *digunakan untuk* :  
All these papers can be used for handy-crafts.
98. **thoughtful of** = *menaruh perhatian terhadap/ kepada* :  
Fardeen is always thoughtful of arts.  
I wonder why she is thoughtful of me.
99. **desirous of** = *berkeinginan sekali, berhasrat sekali atas, berhasrat mendapatkan* :  
My brother is desirous of this painting.  
Are you desirous of teaching in this college?
100. **critical of** = *kritis terhadap* :  
As a good citizen, we must be critical of the Government's policy.  
The present university students have been more critical of the national situation and conditon.
101. **ahead of** = *maju terus* :  
Although our economy is still instable yet, we must be ahead of studying.
102. **envious of** = *dengki terhadap, iri dengan* :

As religious people, we may not be envious of anybody.

103. **guilty of** = *bersalah karena* :  
Those who are guilty of their involvement in the riot, they will be punished in accordance with their deeds.
104. **ignorant of** = *tak peduli, tak mengindahkan, cuwek terhadap* :  
We may not be ignorant of our present worse situation and condition.
105. **short of** = *kekurangan* :  
The Foundation is short of fund to continue their rehabilitation of the office building.
106. **wanting** = *kekurangan* :  
The wounded man is wanting blood to recover his condition.
107. **eager for** = *ingin sekali atas* :  
My youngest son has been eager for these toys for a long time.
108. **worthy of** = *pantas/patut mendapatkan* :  
Kris Dayanti was worthy of this MTV Music Award.
109. **tolerant of** = *bersikap toleran terhadap, bersikap tenggang rasa terhadap* :  
In case of ceremony, we should be tolerant of the other religious people.
110. **positive of** = *yakin dengan, yakin atas* :  
Are you positive of his visit to Batam today?

111. **innocent of** = *tak bersalah atas, tak berdosa atas* :  
Babies are innocent of their parents' deed.
112. **fit for** = *cukup sehat untuk* :  
Is your old father fit for playing foot-ball?  
Sorry, Mom! I am not fit for going to school now.
113. **responsible for** = *bertanggung jawab atas/ untuk* :  
We should be responsible for our deeds in the world when we would be in the Hereafter.
114. **valid for** = *sah untuk, berlaku untuk* :  
This IC (Identity Card) /KTP is valid for long-life.  
Is this certificate valid for being used to enter university?
115. **affective for** = *berlaku untuk* :  
This regulation is effective for new students.
116. **consistent with** = *konsisten dengan* :  
I do not like the man who are not consistent with his words.
117. **patient with** = *bersabar dengan* :  
Please be patient with me! OK I 'll be patient with your promise.
118. **qualified for/in** = *layak dalam* :  
Is Mr. Yasir qualified for rectorship of State Institute for Islamic Studies?  
In my opinion he is qualified in his position.
119. **attentive to** = *perhatian sekali dengan,*

*perhatian sekali terhadap/kepada :*

She wonders why I am attentive to herself.

120. **faithful to** = *setia akan, setia kepada/ terhadap:*

However we should be faithful to our country and nation.

121. **conscious of** = *sadar akan, maklum akan/dengan:*

I have been conscious of yesterday's happen.  
Today many people are not conscious of the importance of learning English.

122. **busy with** = *sibuk dengan :*

Are you busy with your work now?

123. **becoming to** = *serasi untuk, cocok untuk, pas sekali buat :*

That stripped tie is very becoming to your shirt.

124. **better off** = *lebih baikan :*

You will be much better off studying in IAIN than in any other universities.

If you are so interested in playing soccer, you would be better off in the club.

125. **bound to** = *bakalan, pasti :*

Fardeen is bound to be a success in business.  
You are bound to be late if you do not wake up early.

126. **in charge of** = *bertanggung jawab (dalam mengendalikan) :*

Salman is always in charge of the office whenever the chairman is away.

127. **identical with** = *identik dengan* :  
Crying is identical with sadness.
128. **sensitive to** = *sensitif terhadap, peka terhadap* :  
My skin is too sensitive to cool weather.
129. **indifferent to** = *acuh tak acuh dengan* :  
I don't know why he has been indifferent to me recently.
130. **polite to** = *sopan dengan/terhadap* :  
I am not pleased with the boy because he is always polite to me. (<**impolite to**)
131. **successful in** = *berhasil dalam* :  
If I were successful in the contest, I would give you all my life.
132. **cruel to** = *kejam dengan/terhadap* :  
Your step mother was too cruel to your sister.
133. **obedient to** = *patuh dengan/terhadap* :  
As a good citizen, we should be obedient to traffic rules.
134. **close to** = *akrab dengan, dekat dengan* :  
My house is very close to Intan's house.  
Are you close to Saddam Hussein?
135. **generous to** = *pemurah terhadap (tidak pelit)*:  
Susi is generous to every body but her brother Tommy is very stingy to every body.
136. **kind to** = *baik terhadap/dengan* :  
Many people are pleased with him because he is kind to every body.

137. **rude to** = *kasar terhadap/dengan* :  
Why are you always rude to me?
138. **hostile to** = *bermusuhan dengan* :  
The Israelis are always hostile to Palestinians.  
They are hostile to one another.
139. **different from** (bukan different with) =  
*berbeda dari/dengan* :  
You are not different from your father, lazy!
140. **safe from** = *selamat dari, aman dari* :  
We are grateful to God because we are safe  
from the fire.
141. **honest in** = *jujur dalam* :  
Our company needs workers who are honest  
in their jobs.
142. **fortunate in** = *beruntung dalam* :  
What a shame! I am not fortunate in the contest.
143. **in luck** = *beruntung/mujur* :  
He is always in luck in his study.
144. **out of luck** = *bernasib sial, tidak mujur* :  
I don't know why I am always out of luck in  
business.
145. **pessimistic about** = *merasa pesimis tentang*:  
I am pessimistic about the next Indonesian  
Tourism Development.
146. **optimistic about** = *merasa optimis tentang*:  
I am always optimistic about my future.
147. **stingy to** = *pelit terhadap* :  
He was very stingy to me whereas I always  
treat him.

148. **looking forward to** = *ingin sekali untuk, menanti* :  
My sister is looking forward to going overseas.
149. **dressed in (not with)** = *berpakaian warna* :  
The woman was dressed in red.  
My sister is always dressed in blue.
150. **trembling/tremble with** = *gemetar karena*:  
The man is trembling with cold.  
He was tremble with fright.
151. **deficient in** = *kekurangan dengan/dalam*:  
He is deficient in general knowledge.  
The baby is deficient in carbohydrates.
152. **proficient in** = *cakap dalam, ahli dalam* :  
Mr. Abdul Rahman is proficient in grammar.
153. **Skillful in** = *cakap dalam, ahli dalam* :  
Tom is skilful in painting.
154. **happy about** = *bahagia dengan* :  
We are very happy about your promotion.
155. **sad about** = *sedih dengan* :  
She is very sad about her failure.
156. **enthusiastic about (over)**= *bergairah sekali dengan, semangat sekali dengan* :  
Julie is enthusiastic about her job.
157. **resulting from** = *akibat dari* :  
The fire is resulting from fireworks.
158. **avenged (up) on** = *melepaskan dendam pada*:  
He has been avenged on his mom's enemies.

159. **good for** = *baik untuk* :  
Milk is good for our health.
160. **friendly to** = *bersahabat dengan, ramah dengan* :  
I think the dog is very friendly to your cat.
161. **beneficial to** = *sangat bermanfaat bagi* :  
Rest is beneficial to our body.
162. **acceptable to** = *dapat diterima untuk* :  
The proposal is acceptable to us.
163. **preferable to** = *lebih baik dari pada, lebih disukai dari pada* :  
Master's degree is preferable to Undergraduate's.
164. **absent from** = *absen dari* :  
I was absent from class yesterday.
165. **away from** (far from) = *menjauh dari/jauh dari* :  
I want to be away from this village for a few days.
166. **contrary to** = *bertentangan dengan* :  
This is contrary to all accepted behavior.
167. **new to** = *baru bagi/untuk*.  
The story is new to all of us.
168. **suspected of** = *dicurigai karena/atas* :  
The man was suspected of stealing the money.
169. **longing for** = *merindukan* :  
I have been longing for my home-country.

## **55. SEJUMLAH VERBS MEMILIKI PASANGAN PREPOSITION YANG BAKU**



**1. Accuse of** = *menuduh karena*.

They accuse the boy of stealing.

Kata kerja yang termasuk dalam pola ini antara lain:

- approve of = *setuju akan*.  
He doesn't approve of his friends.,
- advise of = *menasehatkan agar/supaya*.  
She advised me of learning computer.,
- beware of = *awas*.  
Beware of Picpockets!,
- consist of = *terdiri dari*,  
The university consists of 7 faculties.,
- despair of = *hilang harapan utk*.  
They despair of saving his life.,
- smell of = *berbau*.,  
Your mouth smells of onions.,
- composed of = *terdiri dari*.  
This book is composed of 3 chapters.,
- deprive of = *mencabut, menghilangkan, membuang*.  
He was deprived of his citizenship.  
The children were deprived of a place to play.,
- persuade of = *meyakinkan akan, membujuk*,  
I always persuade him of the importance of going to school. Persuade him to go!,
- rob of = *merampok, merampas*,  
She was robbed of her jewels.,
- suspect of = *mencurigai karena*,  
He was suspected of stealing the money.,
- remind of = *mengingat akan*,

- The girl reminds me of the danger.,
- warn of = *mengingatkan akan*,  
They warn of the starving danger.  
They were warned of the fire.,
  - die of = *mati karena*,  
Many people died of heart-attack.,
  - cure of = *sembuh dari*,  
The girl has been cured of cancer.
  - dream of (about) = *bermimpi, memimpikan*,  
I'll never dream of doing that.
  - Convince of (about) = *percaya akan, yakin akan*,  
He is not convinced of my honesty.

**2. Agree with** = *setuju dengan* (salah: agree to).

- We agree with him.,
- interfere with = *turut campur akan, turut terlibat dalam*,  
We don't want to interfere with their business.,
  - burden with = *menjadikan susah, menjadi beban*,  
I don't want to be burdened you with my problems.,
  - connect with/mingle with = *berhubungan dengan, bergaul dengan*,  
Don't connect with the naughty boys!.,
  - entrust with = *memperpercayaan kepada/dengan*,  
Don't entrust this job with your brother!.,
  - help with = *menolong dengan*,  
I will help you with the money.,
  - provide with = *memperlengkapi dengan, menyediakan dengan*,

The building was provided with modern facilities.,(diartikan “dilengkapi” karena *passive form*)

- associate with = *bergaul dengan*,  
We never associate with them.,
- consult with = *berkonsultasi dengan*,  
I'll consult with my lawyer.,
- cope with = *menanggulangi, mengatasi*,  
To cope with economic difficulties.  
He can't cope with his problems.,
- deal with = *sehubungan dengan, berhubungan dengan* (deal in = *berdagang*),  
This book deals with common errors.  
The shop deals in books, magazines and stationeries.

**3. Smile at** = *tersenyum kepada* (salah: smile to),  
He smiles at me.,

- look at = *melihat kepada*,  
He looks at me.,
- laught at = *tertawa kepada*,  
The girl laughs at you.,
- stare at = *memandang kepada*,  
She stares at the picture.

**Kata lain :**

- 4. long for** = *rindu akan*,  
I have been longing for you.,
- mourn for = *berduka akan/atas*,  
She mourns for her late son.,

- pay for = *membayar akan*,  
How much did you pay for your new car?,
- wait for = *menunggu*,  
I am waiting for you.,
- call for = *memanggil minta, menelpon minta*,  
We heard someone calling for help.  
He always calls for help.,
- ask for = *meminta*,  
Don't asks me for money. dsb.
- hope for = *berharap akan*,  
We hope for your success.,

**5. Believe in** = *percaya kepada* (salah: believe to),  
We must believe in God.

(Yang lain: confide, end, excel, indulge, participate, succeed, fail, persevere, result, instruct),

Children must be instructed in doing everything.

**6. Translate into** = *menterjemahkan kedalam*  
(salah: translate to),

Translate this article into English!,

- change into = *merubah kedalam*,  
Change this sentence into passive voice.,
- transform into = *mengubah bentuk, menjelma menjadi*,  
The new clothes transformed him into a handsome man.

## UNIT - III

### PUBLIC SIGNS (TANDA-TANDA UMUM)

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| 1. Mind the step!                   | : Awas tangga (licin)!             |
| 2. Danger! High Tension<br>Current! | : Awas Listrik Tegangan<br>Tinggi! |
| 3. Private Property!                | : Milik pribadi!                   |
| 4. No Entry! No<br>Entrance!        | : Dilarang Masuk!                  |
| 5. No Admittance!                   | : Dilarang Masuk!                  |
| 6. Keep off the grass!              | : Dilarang injak rumput!           |
| 7. No Smoking!                      | : Dilarang Merokok!                |
| 8. No Speeding!                     | : Dilarang Ngebut!*                |
| 9. No Spitting on the<br>Floor!     | : Dilarang Meludah<br>di lantai!   |

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\* Istilah “Polisi Tidur” yang sering kita sebut dalam Bahasa Indonesia, padanan katanya dalam Bahasa Inggris yang benar adalah “Speed Bumps” bukan “Sleeping Police”. Sumber: Berdasarkan pengalaman penulis ketika short course di US.

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- |                                       |  |
|---------------------------------------|--|
| 10. No Littering!                     | : Dilarang Buang Sampah di sini!         |
| 11. No Loitering!                     | : Dilarang Mondar-Mandir!                |
| 12. No Talking!                       | : Dilarang Berbicara!                    |
| 13. Trespassers will be Prosecuted!   | : Para Pelanggar akan Dituntut!          |
| 14. Entrance! Exit!                   | : Jalan/Pintu Masuk!                     |
| 15. Push! (tertulis pada pintu)       | : dorong!                                |
| 16. Pull! (tertulis pada pintu)       | : Tarik!                                 |
| 17. Way out!                          | : Pintu Keluar!                          |
| 18. Emergency Exit/Door!              | : Pintu Darurat!                         |
| 19. Keep Silent!                      | : Diharap Tenang!                        |
| 20. No Thoroughfare!                  | : Bukan Jalan Untuk Umum!                |
| 21. Closed! Open! (kantor, toko dsb.) | : Tutup! Buka!                           |
| 22. Waiting Room!                     | : Ruang Tunggu!                          |
| 23. No Entry Exception Business!      | : Dilarang Masuk kecuali Berkepentingan! |
| 24. For Gent's (For Lady's)           | : Pria/Wanita(tertulis pada WC/toilet    |
| 25. No Vocation!                      | : Tidak ada Lowongan!                    |
| 26. Beware of Pickpocket!             | : Awas Pencopet!                         |

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- |                           |                                       |
|---------------------------|---------------------------------------|
| 27. Information Desk!     | : Bagian Penerangan!                  |
| 28. Reception!            | : Bagian Penerimaan!                  |
| 29. Cashier.              | : Kasir/Kassa.                        |
| 30. Public Relation.      | : HUMASY.                             |
| 31. Counter.              | : Loker.                              |
| 32. Business Hours :      | : Jam Kerja 8 pagi-5 sore.            |
| 8 am – 5 pm.              |                                       |
| 33. No Passing Water!     | : Dilarang Kencing Di sini!           |
| 34. Beware of Fierce Dog! | : Awas Anjing Galak!                  |
| 35. For Sale!             | : Dijual!                             |
| 36. ....On sale!          | : Pizza on sale! Disini Dijual Pizza! |
| 37. No Trespassing!       | : Dilarang Masuk!                     |
| (komplek)                 |                                       |
| 38. Smoking and           | : Dilarang Merokok dan                |
| Drunkard are              | Bermabuk-mabukan!                     |
| Prohibited!               |                                       |
| 39. Welcome!              | : Selamat Datang!                     |
| 40. Till We Meet Again!   | : Sampai Jumpa Lagi!                  |
| 41. Consulting Hours.     | : Jam Bicara.                         |
| 42. Warning!              | : Peringatan!                         |
| 43. Notice! /             | : Pengumuman!                         |
| Announcement!             |                                       |
| 44. Look out! Watch out ! | : Awas!!!                             |
| Keep out!                 |                                       |

- |  |   |
|--|---|
| 45. No Soliciting!   | : Tidak Menerima Berbagai Bentuk Sumbangan!/Dilarang Berjualan di sekitar sini! |
| 46. No Sticking!   | : Dilarang menempelkan apa saja di sini!  |
| 47. Queue up!  | : Silakan Antri!  |
| 48. No Shoes and Sandals are allowed!                        | : Dilarang masuk memakai sepatu atau sandal!                                    |
| 49. No Parking!  | : Dilarang Parkir!  |
| 50. Counter/Window   | : Locket  |
| 51. No Fishing! Danger!                                      | : Dilarang Memancing! Berbahaya!  |
| 52. No Scratching!   | : Dilarang mencoret-coret!  |
| 53. No Admittance !<br>Authorized personnels<br>/staff only! | : Dilarang masuk!<br>Kecuali pegawai yang berwenang.                            |

## **Wise-Words**



Success never comes to the indolence

*Suatu keberhasilan tak akan pernah datang kepada orang yang malas*



## UNIT - IV

### MISCELLANY ( Aneka Ragam)

#### A. Kinds of Vegetables (Jenis Sayur Mayur)

- |                            |                   |
|----------------------------|-------------------|
| 1. spinach                 | : bayam           |
| 2. cabbage                 | : kol, kubis      |
| 3. cauliflower             | : bunga kol       |
| 4. french-beans            | : buncis          |
| 5. long-beans/string beans | : kacang panjang  |
| 6. peas                    | : arcis           |
| 7. mustard greens          | : sawi            |
| 8. frog-plants             | : kangkung        |
| 9. cassava leaves          | : daun ketela/ubi |
| 10. papaya leaves          | : daun pepaya     |
| 11. tomato                 | : tomat           |
| 12. potato                 | : kentang         |
| 13. carrot                 | : wortel          |
| 14. cucumber               | : timun           |
| 15. fern                   | : pakis           |

16. lettuce	: selada
17. radish	: lobak
18. leek	: daun prei/bawang
19. lady finger	: okra, bindi
20. young-bamboo-shoots	: rebung
21. beansprouts	: kecambah, tauge
22. spring-cucumber/ bitter gour	: pare/paria
23. egg-plant/auergines	: terong
24. courgettes	: terong hijau
25. marsh-plants	: genjer
26. squash	: gambas, jipang
27. celery	: daun sup, seledri
28. spring onions	: daun bawang
29. capsicums	: paprika
30. mushrooms	: jamur
31. coriander mints	: daun ketumbar
32. asparagus	: asparagus

## **B. Kinds of Fruit (Jenis Buah-buahan)**

1. orange	: jeruk manis
2. lime/lemon	: jeruk lemon
3. Chinese pomelo	: jeruk mandarin
4. pomelo	: jeruk bali
5. citron (citrus)	: jeruk nipis
6. pomegranate	: delima
7. date	: kurma

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8. banana	: pisang
9. jack-fruit	: nangka, cempedak
10. turnip	: bengkuwang
11. guava	: jambu
12. mango	: mangga
13. mangosteen	: manggis
14. apple	: apel
15. coconut	: kelapa
16. betel-nut	: pinang
17. water melon	: semangka
18. melon	: melon
19. papaya	: pepaya, kates
20. peach	: buah persik
21. pear	: buah pir
22. pineapple	: nanas
23. grape	: anggur
24. olive	: buah zaitun, kana
25. soy-bean	: kedelai
26. peanut, groundnut	: kacang tanah
27. greenpea	: kacang hijau
28. avocado	: apokat
29. pumpkin	: waluh, labu
30. strawberry	: arbei
31. rashberry	: rasberi
32. cherry	: seri
33. cocoa	: kakao, buah coklat
34. marquisa	: markisa
35. star-fruit	: belimbing

- |                   |                  |
|-------------------|------------------|
| 36. cashew        | : jambu monyet   |
| 37. yellow fruits | : duku, langsung |
| 38. currant       | : kismis         |
| 39. sour-soup     | : sirsak         |
| 40. chiku         | : sawo           |
| 41. chokeberry    | : buah boni      |
| 42. custard apple | : buah nona      |
| 43. persimmon     | : buah kesemek   |

**Note** : Untuk mengatakan buah-buahan spesipik Indonesia seperti: durian, rambutan, salak dsb. Bahasa Inggrisnya tetap sama. Namun ketika penulis pernah bertemu dan berbincang-bincang dengan seorang turis berkebangsaan Inggris yang sedang mengadakan penelitian di Indonesia, ia menyebut padanan kata “Durian” dengan “thorny fruit”, “Rambutan” dengan “hairy fruit”, “salak” dengan “Snake-skin fruit”

### **C. Kinds of Spices (Jenis Rempah-rempah/ bumbu)**

- |                       |                           |
|-----------------------|---------------------------|
| 1. chilli (red-peper) | : cabe merah, lombok      |
| 2. shallots           | : bawang merah<br>(kecil) |
| 3. onion              | : bawang Bombay           |
| 4. garlic             | : bawang putih            |
| 5. laurel leaves      | : daun salam              |
| 6. coriander          | : ketumbar                |

- |                               |                  |
|-------------------------------|------------------|
| 7. parsley (cummin)           | : jintan         |
| 8. tamarind                   | : asam jawa      |
| 9. pepper                     | : merica/lada    |
| 10. small chilli/small pepper | : cabe rawit     |
| 11. ginger                    | : jahe           |
| 12. cardamon                  | : kapulaga       |
| 13. saffron                   | : kunyit         |
| 14. galingale                 | : lengkuas, laos |
| 15. cinnamon                  | : kulit manis    |
| 16. nutmeg                    | : buah pala      |
| 17. sesame                    | : wijen/bijen    |
| 18. clove                     | : cengkeh        |
| 19. candle-fruit/nut fruit    | : kemiri         |
| 20. vanilla                   | : vanili         |

#### **D. Marching Expressions (Istilah Baris-berbaris)**

Dalam gerakan kepanduan(kepramukaan) atau militer, baris-berbaris merupakan hal yang rutin dikerjakan oleh para anggotanya. Oleh karena itu istilah baris-berbaris (*marching expressions*) yang baku dalam Bahasa Inggris sangat perlu diketahui terutama oleh anggota Pramuka dan lain-lain. Berikut istilah-istilah dimaksud:

- |                |                       |
|----------------|-----------------------|
| 1. Fall in!    | = Siapkan barisan!    |
| 2. Attention!  | = Perhatian!, Siap!   |
| 3. Right face! | = Balik kanan, gerak! |

kata yang sama dengan di atas:

About face! (Am-Eng)

Face about! (Am-Eng)

Right about! (Br-Eng)

About turn! (Br-Eng)

Turn about! (Br-Eng)

- |     |                          |  |
|-----|--------------------------|--|
| 4.  | To the Rear, March!      | = Balik kanan, jalan!  |
| 5.  | Stand at ease!, At ease! | = Istirahat! Istirahat di tempat!                            |
| 6.  | Forward! March!          | = Maju jalan! Gerak!   |
| 7.  | Halt!                    | = Berhenti!  |
| 8.  | Dress left!              | = Lancang kiri!  |
| 9.  | Dress right!             | = Lancang kanan!   |
| 10. | March in step!           | = Langkah tegap!   |
| 11. | Parade rest!             | = Istirahat di tempat!<br>(dengan sikap tubuh berdiri tegap) |
| 12. | At the double!           | = Jalan cepat! (dari posisi jalan ke lari/gerak cepat)       |
| 13. | Double time!             | = idem   |
| 14. | Flank right!             | = Belok kanan, gerak!  |
| 15. | Flank left!              | = Belok kiri, gerak!   |
| 16. | Stand up!                | = berdiri tegak!   |
| 17. | Hands up!                | = Angkat tangan!   |

18. Stand back!	= Mundur!
19. Step back!	= Mundur!
20. Dismissed!	= Bubar! Bubarkan!
21. Stand still!	= Diam! Tenang!
22. March in place!	= Berjalan di tempat!
23. Fire!	= Tembak!
24. Face down!	= Tiarap!
25. atau Prone position!	= Tiarap!
Standing position	= posisi berdiri.
Kneeling position	= posisi berlutut.
Sitting position	= posisi duduk
Reclining position	= posisi bersandar.

## **E. The Voice of Creatures (Suara Makhluk)**

**Note:** Binatang umum yang kita kenal memiliki suara yang bermacam-macam, seperti ayam betina berkotek, burung berkicau, anjing menggonggong, kuda meringkih dan sebagainya. Suara-suara tersebut dibentuk dalam kata kerja (verb).

1. monkey	= monyet	: to chatter
2. duck	= itik	: to quack
3. frog	= kodok	: to croak
4. owl	= burung hantu	: to hoot
5. mouse	= tikus	: to squeak, to cheep

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- |                 |                       |                           |
|-----------------|-----------------------|---------------------------|
| 6. hen          | = ayam betina         | : to cackle, to<br>cheep  |
| 7. bee          | = kumbang, lebah      | : to buzz, to hum         |
| 8. dog          | = anjing              | : to bark                 |
| 9. wolf         | = serigala            | : to yelp, to howl        |
| 10. cat         | = kucing              | : to mew                  |
| 11. cockerel    | = ayam jantan<br>muda | : to crow                 |
| 12. cock        | = ayam jantan         | : to crow                 |
| 13. donkey      | = keledai             | : to bray                 |
| 14. horse       | = kuda                | : to neigh                |
| 15. cow/bull    | = lembu,<br>banteng   | : to moo, blow,<br>bellow |
| 16. elephant    | = gajah               | : to trumpet              |
| 17. pig         | = babi                | : to grunt                |
| 18. lion        | = singa               | : to roar                 |
| 19. tiger       | = harimau             | : to roar                 |
| 20. turkey      | = ayam kalkun         | : to gaggle               |
| 21. bear        | = beruang             | : to growl                |
| 22. turtle dove | = perkutut            | : to coo                  |
| 23. dove        | = balam               | : to coo                  |
| 24. bird        | = burung              | : to sing, to cheep       |
| 25. pigeon      | = merpati             | : to coo                  |
| 26. cockroach   | = lipas, kecoak       | : to crick                |
| 27. cricket     | = jangkrik            | : to crick                |
| 28. snake       | = ular                | : to hiss                 |



29. bat	= kelelawar	: to squeak
30. goat	= kambing	: to bleat
31. sheep	= domba	: to bleat
32. chicken	= anak ayam	: to chirp, to cheep
33. man	= manusia, orang	: to speak
34. baby	= bayi	: to cry

Beberapa contoh dalam kalimat:

- The dog is barking in the garden.

*Anjing itu sedang menggonggong di kebun.*

- I heard the snake hiss in the bush.

*Saya mendengar ular itu mendesis di semak-semak.*

- When the goats were bleating in the garden yesterday, suddenly a tiger chased them.

*Ketika kambing-kambing itu sedang mengembik di kebun kemarin, tiba-tiba seekor harimau mengejar mereka.*

- The cocks crow to wake up people in the morning.

*Ayam-ayam jantan berkokok membangunkan orang di pagi hari.*

## UNIT - 8

# Greetings, Congratulations, Excuses, and Thanks (Ucapan-ucapan Salam, Selamat, Maaf dan Terima Kasih)

### A. Greetings = Ucapan-Ucapan Salam

1. Hello, hallo, hullo, hi : Diucapkan kepada  
teman yang akrab saja.
2. Good Morning! : Selamat Pagi!
3. Good Afternoon! : Selamat Siang/Sore!
4. Good Noon! Good Day! : Selamat Siang!
5. Good Evening! : Selamat Sore/Malam!
6. Good Night! : Selamat Malam!  
(Hanya diucapkan jika  
berpisah akan tidur)
7. How are you? : Apa kabar? (untuk  
orang yang sudah kenal)

8. How do you do? : Apa kabar? (untuk pertama kali kenal/berjumpa)
9. I'm glad (happy, delighted, pleased) to see (meet) you.  
*Saya senang bertemu dengan anda.*
10. It's pleasure to meet you!  
*Senang sekali ketemu dengan anda.*
11. I didn't expect to meet you here.  
*Saya tak menyangka ketemu dengan anda di sini.*
12. How long have you been here?  
*Sudah berapa lama anda di sini?*
13. I haven't seen you for a long time.  
*Sudah lama kita tidak ketemu.*
14. Where have you been?  
*Anda dimana selama ini?*
15. I have been in Jakarta recently.  
*Saya berada di Jakarta akhir-akhir ini.*
16. What a surprise to see you!  
*Sungguh mengharukan bertemu dengan anda!*
17. What brings you here?  
*Apa yang menyebabkan anda datang kemari?*
18. Where are you going to? (Where to?)  
*Mau ke mana?*

## **B. Congratulations = Ucapan-Ucapan Selamat**

1. Merry Christmas!  
*Selamat Hari Natal!*
2. Happy Feast Day!  
*Selamat Hari Raya (Hari Besar)*
3. Happy Idul Fithry!  
*Selamat Idul Fithry!*
4. Happy Idul Adha!  
*Selamat Idul Qurban/Adha!*
5. Happy New Year!  
*Selamat Tahun Baru!*
6. Happy Spring Festivals!  
*Selamat Hari Raya Imlek!*
7. Happy Chinese New Year!  
*Selamat Hari Raya Imlek!*
8. Happy Anniversary!  
*Selamat Hari Ulang Tahun (untuk Peringatan / Dirgahayu).*
9. Happy Birthday to You!  
*Selamat Hari Ulang Tahun Untukmu!*
10. Many happy returns of the day!  
*Semoga Panjang Umur!*
11. Congratulations!  
*Selamat Berbahagia!*
12. Congratulations on your engagement!  
*Selamat atas pertunanganmu!*

13. Congratulations on your marriage!  
*Selamat atas perkawinanmu!*
14. Congratulations on your success!  
*Selamat atas keberhasilanmu!*
15. Congratulations on your promotion!  
*Selamat atas kenaikan pangkat anda (kenaikan kelas)!*
16. Congratulations on getting a new job!  
*Selamat mendapat tugas yang baru!*
17. Congratulations on getting a scholarship!  
*Selamat mendapat beasiswa!*
18. Congratulations on passing your exams!  
*Selamat menempuh Ujian!*
19. Congratulations on the birth of your son (daughter)!  
*Selamat atas kelahiran putra (putri) anda!*
20. Congratulations on the birth of your first child!  
*Selamat atas kelahiran anakmu yang pertama!*
21. Congratulations on your appointment as a president!  
*Selamat atas pengangkatan anda sebagai presiden (ketua)!*
22. Congratulations on running a new business!  
*Selamat membuka usaha yang baru!*
23. Congratulations on your graduation!  
*Selamat berwisuda untukmu!*
24. Congratulations to you!

*Saya ucapkan selamat untuk anda!*

25. Congratulations on your escape!

*Selamat atas luputnya anda dari bahaya maut!*

26. Have a pleasant journey!

*Selamat Jalan!*

27. Have a nice trip!

*Selamat mengadakan perjalanan!*

28. Welcome!

*Selamat Datang!*

### **C. Excuses = Ucapan-Ucapan Maaf/Penyesalan**

1. Please pardon me! / I beg your pardon! / Pardon:

Maafkan saya ! ( pernyataan ini boleh diucapkan secara umum dalam pengertian meminta maaf atau diucapkan jika kita tidak paham pembicaraan seseorang dan kita memintanya untuk mengulangi lagi ucapannya).

2. I am sorry indeed.

*Saya menyesal sekali.*

3. I am very (so) sorry.

*Saya mohon maaf.*

*Saya menyesal.*

4. Excuse me!

*Maafkan saya! (permisi atau minta izin)*

5. Excuse me for coming late!

Excuse me for being late!

*Maaf atas keterlambatan saya!*

6. Please excuse for my rudeness!

*Maaf atas kekasaran saya!*

7. Please forgive me!

*Maafkanlah saya!*

*Ampunilah saya!*

8. I didn't want to hurt your feeling.

*Aku tak bermaksud melukai perasaanmu.*

9. I must apologize to you.

*Saya harus minta maaf kepada anda.*

10. Don't be angry with me!

*Jangan marah kepada saya!*

(Salah : Don't be angry to me!).

11. It's my fault (mistakes).

*Itu kesalahan saya.*

12. Don't think me rude (impolite)!

*Jangan menganggap saya kasar (kurang ajar)!*

13. May I be excused?

*Bolehkah saya dimaafkan saja?*

*Bolehkah saya nggak usah ikut!*

(suatu ungkapan jika kita menolak secara halus ajakan dari seseorang ke suatu tempat).

14. May I express my regret?

*Bolehkah saya menyatakan penyesalan saya?*

15. I regret the misunderstanding.

*Saya menyesali kesalahpahaman diantara kita.*

16. It's very regrettable!

*Sangat disesalkan hal seperti itu!*

17. I hope you'll not be angry with me.

*Kuharap kau tidak akan marah denganku.*

18. Please forgive me! Don't be offended!

*Maafkan saya! Jangan kecil hati! (Jangan Tersinggung!)*

19. I'm sorry! I didn't do it on purpose.

*Maaf! Saya tak sengaja melakukannya.*

20. Please forgive me for my bad words!

*Maaf atas kata-kata saya yang kasar!*

#### **D. Thanks = Ucapan-Ucapan terima kasih**

1. Thank you. Thanks.

*(keduanya berarti: terima kasih)*

2. Thank you very much, Thanks so much, Thanks a lot, Thanks a millions.

*Kesemuanya berarti : Terima kasih banyak.*

3. I'm very grateful.

*Saya sangat berterima kasih/bersyukur.*

4. Thank you for everything.

*Terima kasih atas segala bantuan anda.*

5. Thanks for your help.

*Terima kasih atas bantuan anda.*



6. Thanks for your attention.  
*Terima kasih atas perhatian anda.*
7. Thanks for your information.  
*Terima kasih atas keterangan anda.*
8. Thanks for all your trouble.  
*Terima kasih atas segala jerih payah anda.*
9. Thanks for your kindness.  
*Terima kasih atas kebaikan anda.*
10. Thanks for your goodness.  
*Terima kasih atas kebaikan anda.*
11. I don't know how to thank you.  
*Tak tahu saya mengucapkan terima kasih saya kepada anda.*
12. I can't thank you enough.  
*Saya mengucapkan terima kasih sedalam-dalamnya.*
13. I can't find words how to thank you.  
*Tak dapat saya mencari kata-kata yang pas bagaimana mengucapkan terima kasih saya kepada anda.*
14. It's very nice of you!  
*Alangkah baiknya anda!*
15. I shan't forget it, you may be sure!  
*Aku tak akan melupakannya, percayalah!*
16. I'll remember it till my dying day.  
*Aku akan mengingatnya sampai mati.*
17. I'll remember it forever.

*Akan kuingat selama-lamanya.*

18. Many thanks for your hospitality.

*Terima kasih atas sambutan yang ramah tamah dari anda.*

(ucapan terima kasih dari tamu yang akan pulang kepada tuan rumah)

19. I am deeply indebted to you.

*Saya sangat berhutang budi kepada anda.*

20. He's ungrateful man.

*Ia adalah orang yang tak tahu berterima kasih.*

21. I am much thankful for your help.

*Saya banyak terima kasih atas bantuan anda.*

## **Wise-Words**



If you work in earnest, you will succeed

*Jika anda bekerja dengan sungguh-sungguh, anda pasti akan berhasil.*



Feelings are dangerous guide

*Perasaan adalah pedoman yang berbahaya*

## A SPEECH DESIGN

### Desain Sebuah Pidato Dalam Bahasa Inggris<sup>1</sup>

Dalam kehidupan sehari-hari kita sering diminta untuk menjadi *master of ceremony* atau protokol, presenter atau penyaji dalam berbagai acara apakah itu seminar, dialog, simposium dan sebagainya. Khusus dalam bahasa Inggris, tentu saja memiliki cara-cara yang berbeda dalam penyampaian kata-kata kehormatan kepada para hadirin.

Sebagai pedoman dalam penyampaian pidato atau menjadi penyaji dalam sebuah even seperti seminar, simposium, atau forum dialog dsb.,

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<sup>1</sup> Condensed from Yayan G.H. Mulyana, he works for Indonesian Foreign Ministry and got a fulbright scholarship, his master degree from Department of Political Science and Center for International Studies, Ohio University USA. Further see: A Practical Guide, English for Public Speaking, (Jakarta: Visipro, 1999), pp. 17-23

berikut ini diberikan contoh-contoh yang baku dan lazim digunakan dalam bahasa Inggris.

A Speech Structure (Struktur sebuah Pidato):  
Sebuah pidato dapat digambarkan secara sederhana dengan skema sebagai berikut :

Address	: <i>penyampaian kepada hadirin</i>
Greetings	: <i>tabik salam</i>
Opening/introduction	: <i>bagian pembukaan</i>
Body of speech	: <i>isi pidato</i>
Closing	: <i>bagian penutup</i>
Thanking	: <i>ucapan terimakasih atas perhatian hadirin</i>

Skema di atas menjadi “basic framework” atau kerangka kerja dasar bagi setiap penyusunan pidato, anda diharapkan dapat menghafal memahami skema tsb. Dan selanjutnya ungkapan-ungkapan berikut adalah yang lazim digunakan dalam “organ” pidato menurut kebiasaan yang ada dalam Bahasa Inggris.

#### **a. Address (Penyampaian Kepada Hadirin):**

##### **1. Kepada Raja atau Ratu**

His most Gracious Majesty, King...His most Gracious Majesty King Abdullah of Saudi

Arabiah). ...*Yang Mulia dan Terhormat Raja Abdullah dari Kerajaan Saudi Arabia.*

Her most Gracious Majesty, Queen...(Her most Gracious Majesty Queen Elizabeth of the UK...  
*Yang Mulia dan Terhormat Ratu Elizabeth dari Kerajaan Inggris.*

His Royal Highness, the Duke of York.

Her Royal Highness the Duchess of York.

His Royal Highness, the Prince of Wales.

Her Royal Highness, the Princess of Wales.

## **2. Kepada Presiden, Menteri, dan Pejabat Tinggi lainnya:**

The Honorable..., the President of...(The Honorable Susilo Bambang Yudhoyono, the President of the Republic of Indonesia)...*Yang Mulia dan Terhormat Presiden Republik Indonesia Bapak Susilo Bambang Yudhoyono.*

The Honorable George Bush, the President of the United States of America.

His Excellency Robert Grosny, the British Ambassador to Indonesia and Mrs. Grosny.

The Honorable Muhammad Maftuh Basuni, Indonesian Minister of Religious Affairs.

The Honorable John F. Kennedy, Senator/Governor of California.

The Honorable Agung Laksono, Speaker of the

House of Representatives of the Republic of Indonesia...*Yang Terhormat Bapak Agung Laksono Ketua DPR RI.*

The Honorable Hidayat Nur Wahid, the Assembly Speaker of the Republic of Indonesia...*Yang Terhormat dan Mulia Bapak Hidayat Nur Wahid Ketua MPR RI.*

Your Excellency, Admiral Sudomo, Commanding Indonesian Navy.

Your Excellency, Admiral Larry Speaks, Commanding US Navy.

Your Excellency, General Colin Power, The Commander in Chief, Army of the US.

The Honorable DR. Rahmatshah, Member of the Indonesian Assembly.

The Honorable..., the Assistant Secretary of Home Affairs Minister.

### **3. Kepada Duta Besar dan Pejabat Kedutaan/ Konsul lainnya:**

The Honorable..., the Ambassador to... (The Honorable John Pascoe, the US. Ambassador to Indonesia and Madam Pascoe...*Yang Mulia dan Terhormat John Pascoe Duta Besar Amerika Syarikat untuk Indonesia beserta Nyonya.*

The Honorable Colonel Jeffrey Lee, the Military Attaché of US Embassy and Mrs. Lee.

The Honorable/His Excellency Sean Stein, Consul

General of United States of America in Medan.

#### **4. Kepada Tokoh Keagamaan:**

Your Excellency, Al-Ustaz Abdullah Gymnastiar..

Your Excellency, Rev. (Reverant)...

Your Excellency, Rev. Ivan Lee.

The Venerable and Very Reverent Father...

Your Holiness, Pope Benedictus from Vatican...

#### **5. Kepada Khalayak Umum.**

Ladies and Gentlemen,

Dear Friends,

Dear Brothers and Sisters,

Distinguished Guests,

Dear Audiences,

#### **b. Greetings (Tabik Salam):**

Ungkapan-ungkapan tabik salam yang sangat lazim adalah:

1. Good morning.
2. Good Afternoon.
3. Good Evening atau Assalamu alaikaum Wr, Wb.  
(bagi audience yang beragama Islam).

#### **c. Opening/Introduction (Bagian Pembukaan)**

Bagian pembukaan sebuah pidato sangat penting dan berfungsi untuk:

1. menyampaikan maksud baik pembicara.
2. meraih dan mempertahankan perhatian hadirin.

3. menyampaikan topik dan maksud pidato.
4. memberikan kesempatan kpd hadirin untuk menyiaipkan diri.
5. membawa hadirin ke dalam konteks pidato.

Contoh kalimat-kalimat pembukaan yang lazim digunakan dalam Bahasa Inggris (dalam seminar, diskusi, symposium dsb.)

1. First of all, I'd like to extend my sincere gratitude to the organizing committee who has given me this opportunity to deliver a speech on (the topic) ***"The Role of NGOs as Assisting Institutions to Government of Indonesia in Socializing New Law on Traffic."***
2. It's a great pleasure for me to be given the opportunity to deliver a speech on the subject of ***" Law Enforcement in Reformation Era"***
3. May I tell you, first of all, how pleased I am to have an opportunity to stick here and deliver a speech before you. My speech title is ***"The Role of Pesantren (Islamic Boarding School) in Developing Islamic Education in Indonesia"***
4. It is a great pleasure for me to be given the opportunity to deliver a commemorative speech on this memorable occasion of the inauguration of the MEDAN SHOPPING CENTER which is dedicated to the Medan residents.
5. I am greatly honored and grateful for the



opportunity given to me in addressing a speech on ***“Children and Television Programs.”***

6. Allow me to commence this occasion by saying that it is a great honor for me to have an opportunity to deliver a speech before the audiences. And I'd like to thank the organizing committee for such a moment. The title of my speech is ***“The impacts of the Ongoing Change of World Politics on the Operations of Global Business.”***
7. It is a great pleasure for me to have this opportunity to give a speech on ***“Islam and National Development”*** before this gathering of elite personalities of the Indonesian Islamic Society.
8. May I first of all extend my greetings and warm welcome to all participants at this Seminar, and I do hope that your stay in Medan will not only be an enjoyable experience but also provide to all of you a better opportunity to grasp essential problems as well as improved insights regarding our shared and mutual interests for further development of Indonesian Sociological Association. In this occasion I'd like to speak about ***“Sociological association and Indonesian Development.”***
9. At the first place, permit me to express my appreciation to all of you and anyone else who is concerned with this activity for any effort you have done, for any fatigue you spent. In this

opportunity I'd like to speak about “ ***The Role of English as an International Language in Global Era***”

10. I am honored to speak to such a distinguished audience. My subject is “***Gender and International Relations: A Feminist Perspective of International Relations***”.
11. Firstly, I'd like to extend my very sincere gratitude to the Dean Board of the Faculty for inviting me as a guest-speaker. It is a great pleasure for me to have this opportunity and please permit me to deliver a speech with the title “***Birth-Control According to Islamic Teachings***”
12. First of all, I would like to thank you for giving me the opportunity to say a few words at this seminar/symposium. And my subject is “.....”
13. Allow me, first of all, to extend my most sincere gratitude to the Government of Sweden for inviting me as participants of this short course program. It is a pleasure for me to be in this comfortable venue and stick together with a group of intellectuals. In this opportunity I would like to describe and explain to you “***What PT. TELKOM is and how it operates***”.

#### **d. Discussion (Bagian Pembahasan)**

Sangat bervariasi dan tergantung kepada pembicara dalam mengolah kata dan kalimat.

Dan semua tergantung juga vocabulary atau kosakata yang dimiliki oleh pembicara seperti : Expressions ataupun Key-words. Dll.

**e. Closing (Bagian Penutup).**

Ungkapan-ungkapan yang lazim digunakan pada bagian penutup antara lain:

1. In concluding, I'd like to express...
2. I would like to conclude my speech by...
3. Finally, I would like to...
4. Lastly, I wish to say a word about...
5. As a final remark, I just would like to say...
6. In parting, let me express...
7. The main points that have been made are...
8. Let me try now to pull the main threads of this arguments together...
9. In conclusion, I should just like to say...
10. Summing up then...
11. By way of summary, the main points in the study (the speech) seem to me to be...
12. To sum up then...

**a. Ladies and Gentlemen!**

In conclusion, I sincerely hope that such forum be repeated because it is of such foundation that an edifice of mutual understanding will be firmly built. Thank you very much.

**b. Ladies and Gentlemen!**

Finally I would like to convey my highest appreciation and heartfelt thanks to the distinguished delegates, participants and speakers of this symposium.

I declare this symposium officially opened.  
Thank you.

**c. Ladies and Gentlemen!**

In conclusion, may this seminar would be successful in formulating essential points for people's welfare. Thank you very much and I declare this seminar officially opened by saying *Basmallah*<sup>2</sup>.

**Wise-Words**



Great talkers always least doers

*Orang yang banyak bicara selamanya adalah orang yang paling sedikit bekerja.*

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<sup>2</sup>"Basmallah" (Bismillaahirrahmaanirraheem) is an Al-Qur'anic term means "In the name of God, the Compassionate, the Merciful.

## UNIT – VII

### Sickness and Health Expressions (Ungkapan-ungkapan tentang Kesehatan & Penyakit)

**H**ealth is better than wealth, Kesehatan lebih berharga daripada harta, demikian kata pepatah Inggris. “*Prevention is better than cure*”, Pencegahan lebih baik daripada pengobatan, satu lagi pepatah Inggris yang sering kita dengar. Setiap kita bertemu dengan siapapun baik langsung maupun melalui telepon dsb. Biasanya pertamanya yang akan kita tanya adalah, “Apa kabar? Sehat?”. Begitu pentingnya arti sebuah kesehatan bagi setiap orang. Oleh karena itu ungkapan-ungkapan tentang kesehatan perlu kita ketahui terutama dalam bahasa Inggris.

- How are you feeling today? Are you well?

*Bagaimana rasanya anda hari ini? Apakah anda sehat?*

- I don't feel very well today.

*Saya tidak enak badan hari ini.*

- I was sick yesterday, but I am better today.  
*Saya sakit kemarin, tapi sekarang sudah lebih baik.*
- My fever is gone.  
*Demam saya sudah hilang.*
- I have a cough.  
*Saya batuk.*
- I have a bad headache.  
*Saya sakit kepala*
- My right foot is strained.  
*Kaki kanan saya terkilir.*
- Your head is bleeding.  
*Kepalamu berdarah.*
- You'd better see a doctor about that cut.  
*Sebaiknya anda ke dokter mengenai luka itu.*
- I hope you'll be well soon.  
*Kuharap kau akan cepat sembuh.*
- My mother is seriously ill.  
*Ibu saya sakit keras/parah.*
- I am quite recovered from my illness,  
*Aku sudah sembuh dari penyakitku.*
- You look so pale today.  
*Kau kelihatannya begitu pucat hari ini.*
- He is very well.  
*Ia sehat betul/Ia benar-benar sehat.*
- Have you taken a tablet?  
*Kamu sudah minum obat?*

- I have to go to see a doctor.  
*Aku harus pergi ke dokter (untuk check up)*
- He fell ill.  
*Ia jatuh sakit.*
- She screamed in pain.  
*Ia menjerit kesakitan.*
- The boy is sickly because undernourished.  
*Anak itu penyakit karena kurang gizi.*
- Where does it hurt?  
*Apamu yang sakit?*
- You must take a medicine.  
*Kamu harus minum obat.*
- Her condition has been recovered.  
*Kondisinya sudah pulih.*
- My father is better and better.  
*Ayahku semakin baik.*
- The girl is semi-conscious.  
*Cewek itu setengah sadar.*
- My mother is being hospitalized now.  
*Ibu saya sedang diopname sekarang.*
- I am in a good condition now.  
*Saya dalam keadaan sehat wal'afiat.*
- The baby is safe and sound.  
*Bayi itu sehat wal'afiat.*
- You must take a rest because you are too tired.  
*Karena anda terlalu capek, anda harus beristirahat.*

**Catatan:** Biasanya untuk mengatakan beberapa penyakit dalam Bahasa Inggris selalu menggunakan kata-kata “have/has”, misalnya: I have a headache. Saya sakit Kepala. She has a bad toothache. Dia sakit gigi (gunakan “has” untuk subject ketiga tunggal) dsb. Berikut ini beberapa nama penyakit yang umum disebut dalam masyarakat:

- |                                 |                        |
|---------------------------------|------------------------|
| 1. have a cough                 | = batuk                |
| 2. have a toothache             | = sakit gigi           |
| 3. have a backache              | = sakit punggung       |
| 4. have a sore throat           | = sakit kerongkongan   |
| 5. have pains in chest          | = sakit dada           |
| 6. have a bad cold              | = meriang, masuk angin |
| 7. have a headache              | = sakit kepala         |
| 8. have a stomachache           | = sakit perut          |
| 9. have a heartache             | = sakit jantung        |
| 10. have a fever                | = demam                |
| 11. have a flu                  | = pilek                |
| 12. have a malaria              | = sakit malaria        |
| 13. have a tuberculosis         | = sakit TBC            |
| 14. have a cholera              | = kolera               |
| 15. have an internal<br>disease | = sakit dalam          |
| 16. have a diabetes             | = sakit gula           |
| 17. have a kidney stone         | = sakit batu ginjal    |
| 18. have a nervous<br>disorder  | = sakit saraf.         |



*Daily Expressions and Word-study in Conversation*

19. have a nephritis	= sakit pinggang
20. have worms	= cacingan
21. have a jaundice	= sakit kuning
22. have an asthma	= sakit asma
23. have an epilepsy	= sakit ayunan, epilepsy
24. have rabies	= sakit anjing gila
25. have a venereal diseases	= sakit kelamin
26. have a low blood-pressure	= mengidap darah rendah
27. have a high blood-pressure	= mengidap darah tinggi (hypertension)
28. have a hepatitis	= sakit lever/hati/ hepatitis
29. have an appendicitis	= sakit usus buntu
30. have a chicken pox	= sakit cacar
31. have a typhoid	= sakit tipus
32. have an infectious illness	= berpenyakit menular
33. have a contagious diseases	= mengidap penyakit menular
34. have a migraine	= migren
35. have a cholesterol	= kolesterol/asam urat
36. to be undernourished	= kurang gizi
37. to be suffering from	= menderita malaria
38. to be far-sighted	= rabun jauh
39. to be near-sighted	= rabun dekat

40. to be sickly	=	penyakitan
41. to vomit, to throw up (Am-Eng)	=	muntah
42. to sneeze	=	bersin
43. feel dizzy	=	pening
44. feel nauseous	=	mual
45. to bruise	=	memar
46. to have a cut	=	terluka
47. blister	=	melepuh, lecet
48. bloody nose	=	mimisan
49. sprained ankle	=	kaki terkilir
50. sunburn	=	terbakar panas matahari
51. measles	=	campak
52. ear infection	=	infeksi telinga
53. mumps	=	gondokan
54. allergies	=	alergi
55. nasal congestion	=	hidung tersumbat
56. brain cancer	=	kanker otak
57. pneumonia	=	radang paru-paru
58. skin cancer	=	kanker kulit
59. diarrhoea	=	diare, mencret
60. constipated	=	susah buang air besar
61. sore throat	=	sakit kerongkongan
62. eye sore	=	sakit mata
63. haemorrhoids	=	wasir, ambeyen
64. leprosy	=	lepra
65. swollen	=	bengkak

**Related Words:**

- |  |                                |
|--|--------------------------------|
| - prescription                           | = resep dokter                 |
| - operating theatre                      | = kamar operasi/ruang bedah    |
| - maternity hospital                     | = rumah sakit bersalin         |
| - maternity leave                        | = cuti bersalin                |
| - nurse                                  | = perawat/jururawat            |
| - mid-wife                               | = bidan                        |
| - medical treatment                      | = perawatan dokter             |
| - have an injection                      | = berjarum/diinjeksi           |
| - medicine chest                         | = lemari obat                  |
| - eye-drops                              | = obat tetes mata              |
| - medicine man                           | = dukun                        |
| - paramedics                             | = paramedis                    |
| - general practitioner                   | = dokter praktik umum          |
| - surgeon                                | = dokter bedah                 |
| - dentist                                | = dokter gigi                  |
| - skin specialist                        | = dokter kulit                 |
| - aurist                                 | = dokter telinga               |
| - optometrist/<br>ophthalmologist        | = dokter mata (oculist)        |
| - cardiologist                           | = dokter jantung               |
| - gynaecologist                          | = dokter penyakit<br>kandungan |
| - children's specialist/<br>pediatrician | = dokter anak                  |
| - nerve-specialist                       | = dokter penyakit urat saraf   |

- |                  |                         |
|------------------|-------------------------|
| - internist      | = dokter penyakit dalam |
| - bacteriologist | = dokter ahli kuman     |
| - obstetrician   | = dokter kebidanan      |
| - radiologist    | = ahli ronsen           |
| - psychiatrist   | = dokter jiwa           |

## **Wise-Words**



Every one is the architect of his own fortune

*Setiap orang adalah pembangunan kebahagiaannya sendiri*



Good counsel is never out of date

*Nasihat yang baik tak pernah usang*



Stupidity will make us into misery

*Kebodohan akan membuat kita masuk ke dalam kemelaratan*

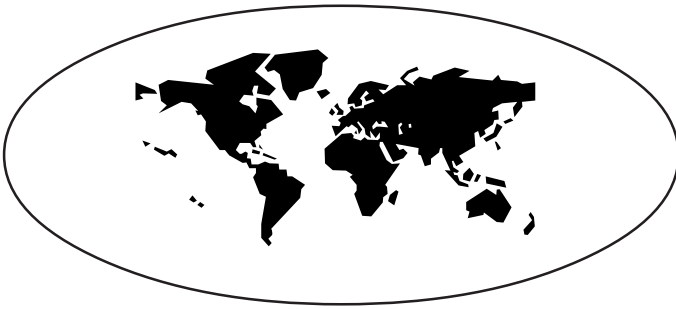


Too err is human, to forgive is divine

*Berbuat salah atau kesilapan adalah sifat manusia,  
memafkan adalah sifat ketuhanan*

## UNIT - VIII

# NEGARA-NEGARA PENGGUNA BAHASA INGGRIS DAN LOKASINYA



Sebagai salah satu bahasa internasional yang paling populer dan luas penggunaannya di dunia, bahasa Inggris digunakan sebagai bahasa utama (*language one*= L-1) maupun sebagai bahasa kedua (*language two* = L-2) di berbagai negara. Untuk menambah wawasan kita tentang eksistensi bahasa Inggris di dunia internasional. Maka perlu bagi kita untuk mengetahui negara-negara mana saja di dunia ini yang menggunakan bahasa Inggris sebagai L1 & L2. Berikut daftar Negara-Negara dimaksud:

## **NEGARA-NEGARA PENGGUNA BAHASA INGGRIS DAN LOKASINYA**

(L-1 & L-2)

Menurut Heinle's.

<b>Country</b>	<b>Location</b>	<b>Language(s)</b>
American Samoa	Oceania	Samoan, English
Antigua and Barbuda	Caribbean Sea	English
Argentina	South America	Spanish, English, Italian
Australia	Australia	English
Bahamas	South Atlantic	English
Bahrain	Asia	Arabic, English, Urdu
Bangladesh	Asia	Bangla, English
Barbados	Caribbean Sea	English
Belize	Central America	English
Bermuda	South Atlantic	English
Botswana	Africa	English, Setswana
British Virgin Island	South Atlantic	English
Brunei	Asia	Malay, English, Chinese
Cameroon	Africa	English, French
Canada	North-America	English, French

*Daily Expressions and Word-study in Conversation*

Cayman Islands	Caribbean Sea	English
Cyprus	Asia	Greek, Turkish, English
Egypt	Africa	Arabic, English, French
Ghana	Africa	English, African Languages
Greece	Europe	Greek, English, French
Hong Kong	Asia	Chinese, Cantonese, English
India	Asia	Hindi, English, other Indian Languages: Tamil, Telegu etc.
Indonesia	Asia	Bahasa Indonesia, English
Ireland	Europe	Irish (Gaelic), English
Israel	Asia	Hebrew, Arabic, English
Jamaica	Caribbean Sea	English, Creole
Kenya	Africa	English, Swahili
Laos	Asia	Lao, French, English
Lesotho	Africa	Lesotho, English
Liberia	Africa	English
Libya	Africa	Arabic, Italian, English

*Daily Expressions and Word-study in Conversation*

Malawi	Africa	English, Chichewa
Malaysia	Asia	Malaysia, English, Chinese
Malta	Africa	Maltese, English
Mauritius	Africa/Indian Ocean	Creole, English, French
Micronesia	Oceania	English
Monaco	Europe	French, English, Italian
Namibia	Africa	English, Africans, German
New Zealand	Oceania	English, Maori
Nigeria	Africa	English, Hausa
Oman	Asia	Arabic, English
Pakistan	Asia	Urdu, English
Panama	Central America	Spanish, English
Papua New Guinea	Oceania	English
Philippines	Asia	Filipino, English
Puerto Rico	Central America	Spanish, English
Qatar	Asia	Arabic, English
Sierra Leone	Africa	English
Singapore	Asia	Chinese, English, Malay, Tamil
South Africa	Africa	English
Swaziland	Africa	English, Swati
Tanzania	Africa	Swahili, English
Thailand	Asia	Thai, English



Trinidad and Tobago	Caribbean Sea	English
Uganda	Africa	English, Luganda
United Kingdom	Europe	English
USA	North-America	English
Western Samoa	Oceania	Samoan, English
Zambia	Africa	English
Zimbabwe	Africa	English, Shona

**Sumber** : Heinle's, Basic Newbury House Dictionary of American English (USA: Thomson, 2006), pp. 517-520.

## Wise-Words



Pride will have a fall

*Kesombongan adalah pangkal kejatuhian*



The love of money is the root of all evils

*Kecintaan kepada uang adalah akar dari segala kejahatan.*

## UNIT - IX

# NEGARA (COUNTRY), BANGSA (NATIONALITY) DAN BAHASA (LANGUAGE)

Dalam penyebutan untuk “negara atau negeri”, “bangsa”, dan “bahasa” dalam bahasa Inggris berbeda, misalnya: Dalam Bahasa Indonesia, kita mengatakan,

***“Tuan Carlos berasal dari Negara Spanyol, ia adalah orang/bangsa Spanyol, dan ia mengajar Bahasa Spanyol di kelas kami setiap minggu”.***

Namun dalam bahasa Inggris untuk menyebut “negara atau negeri”, “bangsa” dan “bahasa” berbeda-beda sesuai yang telah ditentukan oleh kaedah bahasa Inggris itu sendiri. Sebagian untuk menyebut “bangsa” dan “bahasa” dalam bahasa Inggris adalah sama, misalnya; Bangsa/Orang Indonesia (Indonesian), Bahasa Indonesia (Indonesian). Kita dapat melihat ketentuan ini biasanya tercantum pada halaman-halaman terakhir terutama kamus-

kamus bahasa Inggris terbitan luar negeri.

Terjemahan kalimat diatas dalam bahasa Inggris adalah sebagai berikut:

***“Mr. Carlos comes from Spain, he is a Spaniard, and he teaches Spanish in our class every week”.***

Beberapa negara memiliki lebih dari dua atau tiga bahasa resmi, misalnya; Kanada menggunakan dua bahasa resmi yaitu : Bahasa Inggris dan Perancis. Singapura, sebuah negara pulau dimana menurut Undang-Undang Singapura, bahasa Melayu adalah bahasa resmi negara. Namun bahasa Inggris, bahasa Mandarin, bahasa Melayu dan bahasa Tamil juga digunakan secara resmi dalam kehidupan sehari-hari di negara Singapura yang multi-ras.

**BERIKUT DAFTAR SEBUTAN UNTUK  
NEGARA (COUNTRY), BANGSA  
(NATIONALITY) DAN BAHASA  
(LANGUAGE)**

<b>Negara:</b>	<b>Bangsa :</b>	<b>Bahasa:</b>
Afghanistan	Afghan	Afghan, Pashtu
Albania	Albanian	Albanian, Greek
Algeria	Algerian	Arabic, French
Andorra	Andorran	Catalan, French
Angola	Angolan	Portuguese

Anguilla	Anguillan	English
Antigua and Barbuda	Antiguan/ Barbudan	English
Argentina	Argentine/ Argentinian	Spanish
Armenia	Armenian	Armenian, Russian
Australia	Australian	English
Austria	Austrian	German
Azerbaijan	Azerbaijani	Azeri, Russian, Armenian
Bahamas	Bahamian	English, Creole
Bahrain	Bahraini	Arabic, English
Bangladesh	Bangladeshi	Bangla, English
Barbados	Barbadian	English
Belarus	Belarusian	Russian
Belgium	Belgian	French/German/ Dutch
Belize	Belizean	English, Spanish
Benin	Beninese	French
Bermuda	Bermudian	English
Bhutan	Bhutanese	Dzongkha
Bolivia	Bolivian	Spanish
Bosnia & Herzegovina	Bosnian/ Herzegovinian	Serbo-Croatian
Brazil	Brazilian	Portuguese
Brunei	Bruneian	Malay, English, Chinese

*Daily Expressions and Word-study in Conversation*

Bulgaria	Bulgarian	Bulgarian
Burma/ Myanmar	Burmese	Burmese
Cambodia	Cambodian	Khmer, French
Cameroon	Cameroonian	English, French
Canada	Canadian	English, French
Cape Verde	Cape Verdean	Portuguese
Cayman Islands	Caymanian	English
Central African Rep.	Central African	French
Chad	Chadian	French, Arabic
Chile	Chilean	Spanish
China	Chinese	Chinese/Mandarin
Colombia	Colombian	Spanish
Congo	Congolese	French
Costa Rica	Costa Rican	Spanish
Croatia	Croatian	Serbo-Croatian
Cuba	Cuban	Spanish
Cyprus	Cypriot	Greek, Turkish, English
Denmark	Dane	Danish
Djibouti	Djiboutian	French, Arabic
Dominican Rep.	Dominican	Spanish
Ecuador	Ecuadorian	Spanish
Egypt	Egyptian	Arabic, English, French

*Daily Expressions and Word-study in Conversation*

El Salvador	Salvadoran	Spanish
Eritrea	Eritrean	Tigre and Kunama
Ethiopia	Ethiopian	Amharic
Finland	Finn	Finnish
France	French	French
Georgia	Georgian	Georgian, Armenian
Germany	German	German
Ghana	Ghanaian	English
Greece	Greek	Greek, English, French
Haiti	Haitian	French
Honduras	Honduran	Spanish
Hong Kong	Chinese	Chinese, Cantonese, English
Hungary	Hungarian	Hungarian
Iceland	Icelander	Icelandic
India	Indian	English, Hindi etc.
Indonesia	Indonesian	Indonesian
Iran	Iranian	Persian
Iraq	Iraqi	Arabic
Ireland	Irish	Irish, English
Israel	Israeli	Hebrew, Arabic, English
Italy	Italian	Italian, German
Ivory Coast	Ivorian	French
Jamaica	Jamaican	English, Creole

Japan	Japanese	Japanese
Jordan	Jordanian	Arabic
Kazakhstan	Kazakhstani	Kazakh, Russian
Kenya	Kenyan	English, Swahili
Korea (North or South)	Korean	Korean
Kuwait	Kuwaiti	Arabic
Kyrgyzstan	Kirghiz	Kirghiz, Russian
Laos	Laotian	Lao, French, English
Latvia	Latvian	Latvian, Russian
Lebanon	Lebanese	Arabic, French
Liberia	Liberian	English
Libya	Libyan	Arabic, Italian, English
Lithuania	Lithuanian	Lithuanian, Russian
Luxembourg	Luxembourger	German, French
Macedonia	Macedonian	Macedonian, Albanian
Madagascar	Malagasy	French, Malagasy
Malawi	Malawian	English
Malaysia	Malaysian	Malaysian, English
Malta	Maltese	Maltese, English
Mauritania	Mauritanian	Arabic
Mauritius	Mauritian	English, Creole, French

*Daily Expressions and Word-study in Conversation*

Mexico	Mexican	Spanish
Micronesia	Micronesian	English
Moldova	Moldovan	Moldovan, Russian
Monaco	Monacan	French, English, Italian
Mozambique	Mozambican	Portuguese
Namibia	Namibian	English, Africans, German
Nepal	Nepalese	Nepali
Netherlands (Holland)	Dutch	Dutch
New Zealand	New Zealander	English
Nicaragua	Nicaraguan	Spanish, English
Niger	Nigerien	French, Hausa
Nigeria	Nigerian	English, Hausa
Norway	Norwegian	Norwegian
Oman	Omani	Arabic, English
Pakistan	Pakistani	Urdu, English
Panama	Panamanian	Spanish, English
Papua New Guinea	Papua New Guinean	English
Paraguay	Paraguayan	Spanish
Peru	Peruvian	Spanish
Philippines	Filipino	Tagalog, English
Poland	Polish (Pole)	Polish
Portugal	Portuguese	Portuguese
Qatar	Qatari	Arabic, English



Romania	Romanian	Romanian
Russia	Russian	Russian
Saudi Arabia	Saudi/Saudian	Arabic
Senegal	Senegalese	French
Serbia and Montenegro	Serb, Montenegrin	Serbo-Croatian, Albanian
Sierra Leone	Sierra Leonean	English, Mende, Temne
Singapore	Singaporean	Chinese, English, Malay, Tamil.
Slovakia	Slovak	Slovak, Hungarian
Slovenia	Slovene	Slovenian
Somalia	Somali	Somali, Arabic
South Africa	South African	English, Africans
Spain	Spaniard	Spanish
Sri Lanka	Sri Lankan	Sinhala, Tamil
Sudan	Sudanese	Arabic
Swaziland	Swazi	English, Swazi
Syria	Syrian	Arabic
Taiwan	Taiwanese/Chinese	Chinese/Mandarin
Tajikistan	Tajik	Tajik
Tanzania	Tanzanian	Swahili, English
Thailand	Thai	Thai
Togo	Togolese	French
Trinidad and Tobago	Trinidadian, Tobagian	English

Tunisia	Tunisian	Arabic, French
Turkey	Turk	Turkish
Turkmenistan	Turkmen	Turkmen, Russian
Uganda	Ugandan	English, Luganda
Ukraine	Ukrainian	Ukrainian, Russian
United Arab Emirates	Emirian	Arabic, Persian
United Kingdom(UK)	British,	English
USA	American	English
Uruguay	Uruguayan	Spanish
Uzbekistan	Uzbek	Uzbek, Russian
Venezuela	Venezuelan	Spanish
Vietnam	Vietnamese	Viatnamese, French
Yemen	Yemeni	Arabic
Zaire	Zairian	French, Lingala
Zambia	Zambian	English
Zimbabwe	Zimbabwean	English, Shona

## **Wise-Words**



Good deeds need no praise

*Perbuatan yang baik tak perlu mengharapkaan pujian*

## UNIT - X

### THE FIVE PRINCIPLES (PANCASILA)



#### The State's Coat of Arms (Lambang Negara)

- ★ 1. Belief in the one Supreme God
- 2. Just and civilized humanity
- ☪ 3. The unity of Indonesia
- 🐂 4. Democracy led by the wisdom of deliberations among representatives
- 🌾 5. Social justice for the whole of the people of Indonesia

1. GBHN = Garis-garis Besar Haluan Negara  
**State Policy Guide-lines**
2. MPR = Majelis Permusyawaratan Rakyat.  
- **People's Consultative Assembly.**  
- **People's Deliberative Assembly.**
3. DPR = Dewan Perwakilan Rakyat.  
**House of Representatives. (Parliament)**
4. UUD 1945 = Undang-Undang Dasar 1945.  
**The 1945 Constitution.**
5. MA = Mahkamah Agung.  
**Supreme Court.**
6. DPA = Dewan Pertimbangan Agung.  
**Supreme Advisory Council.**
7. Kejaksaan = Kejaksaan Agung.  
**Office of Attorney General.**
8. PEMILU = Pemilihan Umum.  
**General Election**
9. KPU = Komisi Pemilihan Umum.  
**The Commission of General Election.**
10. PARPOL = Partai Politik.  
**Political Party.**
11. KOMNAS HAM = Komisi Nasional Hak Asasi Manusia

		<b>The National Commission on Human Rights.</b>
12. ORMAS	=	Organisasi Massa <b>Mass Organization</b>
13. BPPN	=	Badan Penyehatan Perbankan Nasional. <b>The Indonesian Bank Restructuring Agency (IBRA)</b>
14. IKADIN	=	Ikatan Advokat Indonesia <b>Indonesian Bars Association</b>
15. P4	=	Panitia Penyelesaian Perselisihan Perburuhan <b>Labor Dispute Settlement Court</b>
16. RAPBD	=	Rancangan Anggaran Pendapatan Belanja Daerah <b>Draft Regional Budget</b>
17. RAPBN	=	Rancangan Anggaran Pendapatan Belanja Negara <b>Draft State Budget</b>
18. RANTAP	=	Rancangan Ketetapan <b>Draft Decree</b>
19. RANTUS	=	Rancangan Keputusan <b>Draft Decision</b>
20. RUU	=	Rancangan Undang Undang <b>Bill</b>
21. TAPOL	=	Tahanan Politik <b>Political Detainees</b>
22. TEKAB	=	Team Khusus Anti Bandit

23. KAMTIBMAS = **Anti Bandit Special Team**  
Keamanan dan Ketertiban Masyarakat  
**Public Security and Order**
24. KKN = Korupsi, Kolusi dan Nepotisme  
**Corruption, Collusion and Nepotism**
25. BIN = Badan Intelijen Negara  
**State Intelligence Body/ Agency**
26. BPS = Biro Pusat Statistik  
**Central Bureau of Statistics**
27. BUMN = Badan Usaha Milik Negara  
**State Owned-Company/ Corporation**
28. LBH = Lembaga Bantuan Hukum  
**Legal Aid Institution/ Body.**
29. KPK = Komisi Pemberantasan Korupsi  
**- The Corruption Eradication Commission**  
**- The Commission on Corruption Removal**
30. AD/ART = Anggaran Dasar/Anggaran Rumah Tangga  
**Statutes/Rules of Association**
31. MK = Mahkamah Konstitusi

**The Constitutional  
Court**

32. Banpol = Bantuan Polisi  
**Auxiliary Police**
33. BPK = Badan Pemeriksaan Keuangan  
**State Audit Body**
34. KY = Komisi Yudisial  
**Judicial Commission**
35. SISKAMLING = Sistem Keamanan  
Lingkungan  
**Neighborhood Security  
System**
36. LAN = Lembaga Administrasi  
Negara  
**National Institute of  
Public Administration**
37. ANRI = Arsip Nasional Republik  
Indonesia  
**National Archives of  
Republic of Indonesia**
38. BKN = Badan Kepegawaian Negara  
**National Civil Service  
Agency**
39. BAPEDAL = Badan Pengendalian  
Dampak Lingkungan  
**Environmental Impact  
Management Agency**
40. BATAN = Badan Tenaga Nuklir Nasional  
**National Nuclear Energy  
Agency**

41. LEMSANEG = Lembaga Sandi Negara  
**National Crypto Agency**
42. BKKBN = Badan Koordinasi Keluarga  
Berencana Nasional  
**National Family Planning  
Coordinating Board**
43. LAPAN = Lembaga Penerbangan dan  
Antariksa Nasional  
**National Institute of  
Aeronautic and Space**
44. BAKOSUR TANAL = Badan Koordinasi Survei  
dan Pemetaan Nasional  
**National Coordinating  
Agency of Surveys and  
Mapping**
45. LIPI = Lembaga Ilmu Pengetahuan  
Indonesia  
**Indonesian Institute of  
Sciences**
46. BPPT = Badan Pengkajian dan  
Penerapan Tehnologi  
**Assesment and Application  
of Technology Agency**
47. BKPM = Badan Koordinasi  
Penanaman Modal  
**Investment Coordinating  
Board of the Republic of  
Indonesia**
48. BPN = Badan Pertanahan Nasional  
**National Land Agency**



49. BPOM = Badan Pengawasan Obat  
dan Makanan  
**National Agency of Drug  
and Food Control**
50. LIN = Lembaga Informasi Nasional  
**National Information  
Agency**
51. LEMHANNAS = Lembaga Ketahanan Nasional  
**National Resilience  
Institute**

**TEKS PROKLAMASI REPUBLIK  
INDONESIA**  
**Proclamation Text**

We, the Indonesian people herewith proclaim  
the independence of Indonesia.

All matters pertaining to the transfer of power  
etc., will be carried out correctly and in the shortest  
possible time.

Jakarta, 17th August 1945

On Behalf of the Indonesian People.

Signed :

Soekarno & Hatta

## **Proklamasi**

*Kami bangsa Indonesia dengan ini menyatakan kemerdekaan Indonesia.*

*Hal-hal yang mengenai pemindahan kekuasaan dll., diselenggarakan dengan cara seksama dan dalam tempo yang sesingkat-singkatnya.*

*Jakarta, 17 Agustus 1945*

*Atas Nama Bangsa Indonesia*

*Ttd.*

*Soekarno & Hatta*

## **Wise-Words**



The useful knowledge is what often be used  
and the good work is what finished well.

*Ilmu yang berfaedah adalah ilmu yang diamalkan dan  
pekerjaan yang bermanfaat adalah yang diselesaikan dengan  
baik.*



Science moves slowly from one point to  
another.

*Ilmu pengetahuan hanya bergerak dengan lambat merangkak  
dari satu titik ke titik yang lain.*

# UNIT - XI

## WORKING CABINET (JOKO WIDODO)

Working Cabinet <i>Kabinet Kerja</i>	
40th Cabinet of Indonesia	
Indonesian Government (Executive Branch)	
Date formed	27 October 2014
Date dissolved	Incumbent
People and Organisations	
Head of government	Joko Widodo
Head of state	Joko Widodo
Number of ministers	34 Ministers, 2 Deputy Ministers
Member party	Great Indonesia Coalition (Indonesian Democratic Party – Struggle, Nasdem Party, National Awakening Party, National Mandate Party and People's Conscience Party)
Status in legislature	Minority Government DPR Seat 207/560
Opposition parties	Red-White Coalition (Great Indonesia Movement Party, Party of the Functional Groups, Democratic Party and Prosperous Justice Party)
History	
Election(s)	Indonesian presidential election, 2014
Predecessor	Second United Indonesia Cabinet

Working Cabinet (Indonesian: Kabinet Kerja) was sworn in on 27 October 2014, by President of Indonesia Joko Widodo.

## Background

On 15 September, president-elect Joko Widodo stated that his cabinet would have 34 members, with 18 coming from professional backgrounds and 16 from political parties in his coalition. The cabinet was due to be announced on Wednesday 22 October, and a stage had been prepared at Jakarta's Tanjung Priok Harbour, but this event was cancelled at the last minute. The delays were caused by the decision of Joko Widodo to wait for comments from the People's Representative Council. Another reason for the delayed announcement was his decision involve the Indonesian Corruption Eradication Commission (KPK) and the Financial Transaction Reports and Analysis Centre (PPATK) to ensure that prospective ministers did not have poor track records with regards to human rights or corruption. The KPK stated the eight of the original candidates were "problematic" and that alternatives should be found. One candidate for the post of co-ordinating minister for security affairs, Wiranto was seen as having a problematic human rights record, and was not included in the final line up.

## Cabinet line-up

### First Appointment

The cabinet line-up was announced on Sunday, 26 October 2014 and was sworn in on Monday, 27 October 2014. The cabinet consists of 34 ministers, 14 of whom are affiliated to their respective political parties. There are 26 men and eight women (including the country's first female foreign minister), with 20 ministers being under 45 years old at the time of their appointment.

A member of the president's transitional team explained that unlike previous cabinets, Jokowi would not be appointing a cabinet secretary or a presidential spokesman. In another break with tradition, Jokowi did not name the Attorney General (Jaksa Agung) or head of the Indonesian State Intelligence Agency (BIN).

## Reshuffle

A cabinet reshuffle was announced on Wednesday, 12 August 2015 by president Joko Widodo at the Presidential Palace, where 5 ministers and the secretary of the cabinet have their position replaced and the candidates were sworn in immediately.

## Members

### Coordinating Ministers

Portfolio	Minister	Office Took	Office Left	Party	Ref
Coordinating Minister of Political, Legal, and Security Affairs	Tedjo Edhy Purdijatno	27 October 2014	12 August 2015	Nasdem	Former Chief of Staff – Indonesian Navy 2008–2009
	Luhut Binsar Panjaitan	12 August 2015	Incumbent	Independent	Head of presidential staff 2014–2015
Coordinating Minister of Economic Affairs	Sofyan Djalil	27 October 2014	12 August 2015	Independent	Former Minister of State-Owned Enterprises 2007–2009
	Darmin Nasution	12 August 2015	Incumbent	Independent	Former governor of Bank Indonesia 2010–2013
Coordinating Minister of Maritime Affairs	Indroyono Susilo	27 October 2014	12 August 2015	Independent	Former FAO executive
	Rizal Ramli	12 August 2015	Incumbent	Independent	Former Coordinating Minister of Economic Affairs 1999–2001
Coordinating Minister of Human Development and Culture	Puan Maharani	27 October 2014	Incumbent	PDI-P	Former Chairman of PDI-P Fraction at the People's Representative Council 2009–2014

## Ministers

Portfolio	Minister	Office Took	Office Left	Party	Ref
Minister of Home Affairs	Tjahjo Kumolo	27 October 2014	Incumbent	PDI-P	Politician, Member of People's Representative Council 1987–2014
Minister of Foreign Affairs	Retno Marsudi	27 October 2014	Incumbent	Independent	Former Ambassador of Indonesia to the Netherlands
Minister of Defense	Ryamizard Ryacudu	27 October 2014	Incumbent	Independent	Former Chief of Staff – Indonesian Army (2002–2004)
Minister of Law and Human Rights	Yasonna H. Laoly	27 October 2014	Incumbent	PDI-P	Politician, Member of People's Representative Council 2004–2009
Minister of Finance	Bambang PS Brodjonegoro	27 October 2014	Incumbent	Independent	Former Deputy Minister of Finance
Minister of Energy and Mineral Resources	Soedirman Said	27 October 2014	Incumbent	Independent	Director of PT Pindad
Minister of Industry	Saleh Husin	27 October 2014	Incumbent	Hanura	Politician, Member of People's Representative Council 2009–2014
Minister of Trade	Rahmat Gobel	27 October 2014	12 August 2015	Independent	Chairman of PT Gobel International
	Thomas Lembong	12 August 2015	Incumbent	Independent	CEO of equity management company Quvat Management Pte Ltd
Minister of Agriculture	Amran Sulaiman	27 October 2014	Incumbent	Independent	CEO of PT. Tiran Group
Minister of Environment and Forestry	Siti Nurbaya Bakar	27 October 2014	Incumbent	Nasdem	Secretary General of the Regional Representative Council 2006–2013

*Daily Expressions and Word-study in Conversation*

Minister of Transportation	Ignasius Jonan	27 October 2014	Incumbent	Independent	Former CEO of PT Kereta Api
Minister of Maritime Affairs and Fisheries	Susi Pudjiastuti	27 October 2014	Incumbent	Independent	Former CEO of Susi Air
Minister of Manpower	Hanif Dhakiri	27 October 2014	Incumbent	PKB	Politician, Member of People's Representative Council 2009–2014
Minister of Public Works and Public Housing	Basuki Hadimuljono	27 October 2014	Incumbent	Independent	Director General of Spatial Planning, Ministry of Public Works
Minister of Health	Nila Moeloek	27 October 2014	Incumbent	Independent	Indonesian Representative for Millennium Development Goals
Minister of Education and Culture	Anies Baswedan	27 October 2014	Incumbent	Independent	Rector of Paramadina University; Chairman of Gerakan Indonesia Mengajar Foundation
Minister of Land and Spatial Planning	Ferry Mursyidan Baldan	27 October 2014	Incumbent	Nasdem	Member of People's Representative Council 2004–2009
Minister of Social Affairs	Khofifah Indar Parawansa	27 October 2014	Incumbent	PKB	Politician, Minister of Female Empowerment and Children Protection the National Unity Cabinet
Minister of Religious Affairs	Lukman Hakim Saifuddin	27 October 2014	Incumbent	PPP	Minister of Religious Affairs in the Second United Indonesia Cabinet
Minister of Communication and Informatics	Rudiantara	27 October 2014	Incumbent	Independent	Independent Commissioner of Indosat

*Daily Expressions and Word-study in Conversation*

Minister of Research, Technology and Higher Education	Muhammad Nasir	27 October 2014	Incumbent	Independent	Rector-elect of Diponegoro University; Professor of Behavioral & Management Accounting
Minister of Cooperation and Small & Medium Enterprises	Anak Agung Gede Ngurah Puspayoga	27 October 2014	Incumbent	PDI-P	Vice Governor of Bali 2008–2013
Minister of Female Empowerment and Child Protection	Yohana Susana Yambise	27 October 2014	Incumbent	Independent	Professor of Linguistics at Cenderawasih University
Minister of Administrative and Bureaucratic Reform	Yuddy Chrisnandi	27 October 2014	Incumbent	Hanura	
Minister of Village, Disadvantaged Regions and Transmigration	Marwan Ja'far	27 October 2014	Incumbent	PKB	
Minister of National Development Planning (Chairperson of National Development Planning Agency)	Andrinof A. Chaniago	27 October 2014	12 August 2015	Independent	Lecturer at Political Science Department at the University of Indonesia
	Sofyan Djalil	12 August 2015	Incumbent	Independent	Former Coordinating Minister of Economic Affairs 2014–2015
Minister of State Owned Enterprises	Rini M. Soemarno	27 October 2014	Incumbent	Independent	Minister of Industry & Trade 2001–2004



Minister of Tourism	Arief Yahya	27 October 2014	Incumbent	Independent	CEO of Telkom Indonesia
Minister of Youth and Sports Affairs	Imam Nahrawi	27 October 2014	Incumbent	PKB	
State Secretary	Pratikno	27 October 2014	Incumbent	Independent	Rector and Professor of Political Science at Gajah Mada University
Portfolio	Minister	Office Took	Office Left	Party	Ref
Vice-Minister of Finance	Mardiasmo	27 October 2014	Incumbent	Independent	Head of Development Finance Comptroller (BKP)
Vice-Minister of Foreign Affairs	A.M. Fachir	27 October 2014	Incumbent	Independent	Ambassador of Indonesia to Saudi Arabia

Names of reshuffled ministers circulate.

Names of the six ministers from Kabinet Kerja (the Working Cabinet) that will be reshuffled are already circulating, along with the names of their replacements who will be inaugurated by President Joko “Jokowi” Widodo at 1 p.m. on Wednesday at the Presidential Palace. According to a report by *kompas.com*, chief of the Presidential office Luhut Binsar Panjaitan will replace Tedjo Edhy Purdijatno as Coordinating Political, Legal and Security Affairs Minister. Bank Indonesia Governor Darmin Nasution will reportedly replace Sofyan Djalil as Coordinating Economic Minister. Sofyan Djalil himself will replace Andrinof Chaniago as National Development Planning Minister. Former Coordinating Economic Minister Rizal Ramli, according to the report, will be assigned as Coordinating Maritime Affairs Minister, replacing Indroyono Soesilo;

former official of the Indonesian Bank Restructuring Agency (BPPN), Thomas Lembong, will reportedly replace Rachmat Gobel as Trade Minister; and senior PDI-P politician Pramono Anung is said to be taking the place of Andi Widjajanto as Cabinet Secretary.



National Police Chief	= Kepala Kepolisian RI (KAPOLRI)
Assembly Speaker	= Ketua MPR
House Speaker	= Ketua DPR
Member of Parliament/ Legislator	= Anggota DPR
Deputy Assembly Speaker	= Wakil Ketua MPR
Deputy House Speaker	= Wakil Ketua DPR
Governor	= Gubernur
Mayor	= Walikota
Regent	= Bupati
District Head	= Camat
Village man/ Head-man	= Lurah/ Kepala Desa
Chief of Neighborhood	= Kepala Lingkungan

## UNIT - XII

# TEXT MESSAGING S.M.S (SHORT MESSAGE SERVICE)

Sejak *mobile phones* atau telepon seluler (ponsel) yang populer dengan sebutan HP (Hand Phone) telah menjadi barang kebutuhan setiap orang, orang lebih banyak menggunakan pesan text (*text messaging*) disamping juga komunikasi langsung. Pesan text yang singkat dan dapat dipahami oleh setiap orang adalah sangat dibutuhkan. Oleh karena itu secara internasional telah dibentuk suatu kesepakatan umum bentuk-bentuk singkat kata-kata maupun kalimat dalam bahasa Inggris. Kesepakatan ini membuat kita bergerak lebih cepat dan hemat waktu dan juga biaya, suatu ciri dalam kehidupan moderen di dunia Informasi dan Teknologi. Perlu dicatat bahwa kata-kata atau kalimat singkat berikut juga dapat digunakan dalam pesan e-mail.

Contoh:

**Tomorrow morning you must come to my office as soon as possible, thank you very much.**

(Besok pagi kamu harus datang ke kantor saya secepat mungkin, terima kasih banyak)

Kalimat di atas dapat disingkat dengan:

**2MOR morning u must come 2 my OFF ASAP, TYVM.**

Berikut beberapa singkatan umum yang telah menjadi kesepakatan secara internasional yang tercantum dalam “*Collins Cobuild Dictionary*, terbitan *The University of Birmingham, UK, 2006*”

1CE	=	once
2DAY	=	today
2MOR	=	tomorrow
2NITE	=	tonight
ASAP	=	as soon as possible = <i>seseegera mungkin</i>
B	=	be
BCNU	=	be seeing you
BRB	=	be right back
BTDT	=	been there, done that
BTW	=	by the way = <i>ngomong-ngomong ya, teringatnya..</i>
C	=	see (C u 2mor = See you tomorrow)
CID	=	consider it done
COZ	=	because
CU	=	see you = <i>sampai ketemu lagi</i>
D	=	the

*Daily Expressions and Word-study in Conversation*

EZ	= easy
F2T	= free to talk
FYI	= for your information = <i>untuk informasi anda bahwa..</i>
GAL	= get a life = <i>memperoleh nafkah</i>
GR8	= great = <i>hebat! , Luar biasa!</i>
GTG	= got to go
H8	= hate (I H8 u = I hate you = <i>saya benci kamu</i> )
HBD	= Happy Birth Day = Selamat HUT
IAE	= in any event = <i>kapan saja</i>
IMO	= in my opinion = <i>menurut pendapat saya.....</i>
IMCO	= in my considered opinion = <i>menurut pertimbangan saya....</i>
IMHO	= in my humble opinion = <i>menurut hemat saya....</i>
IOW	= in other words = <i>dengan kata lain...</i>
K	= okay
L8	= late ( Y R u L8? = Why are you late?)
L8ER	= later (CU L8ER! = See you later!)
LV	= love (I LV U = I love you)
LoL	= Laugh out Loudly = ngakak, tertawa terbahak-bahak, <i>cekikikan</i>
M8	= mate
MMFU	= my mate fancies you. <i>Temanku naksir/menyukai kamu.</i>
N	= and
NE	= any
NE1	= anyone

NOTHING	=	anything
NO1	=	no one
NP	=	no problem
NRN	=	no reply necessary = <i>tidak perlu dibalas/dijawab</i>
OFF	=	office
OIC	=	oh, I see. = <i>oh, begitu..</i>
OMG	=	oh, my God. = <i>astaga!</i>
OTOH	=	on the other hand = <i>di lain pihak...</i>
OTW2	=	on the way to = <i>dalam perjalanan ke</i>
Pls	=	please
Ppl	=	people
R	=	are
RU	=	are you (RU fine 2day? = <i>Kamu sehatkan hari ini?</i> )
RUOK	=	Are you Okay?
SOZ	=	sorry
STFU	=	shut up
SUM1	=	some one
TIA	=	thanks in advance = <i>terima kasih sebelumnya</i>
TQ	=	thank you
THX	=	thanks
TMB	=	text me back = <i>Tolong dibalas ya!</i>
TTYL	=	talk to you later = <i>lebih lanjut akan kita bicarakan nanti.</i>
TXT BAC	=	text back = <i>harap dibalas!</i>
TYVM	=	thank you very much
U	=	you
W/O	=	without
WAN2	=	want to

WBS	= write back soon = <i>tolong segera dibalas!</i>
WKND	= weekend
WUD?	= what you doing? = <i>Kamu lagi ngapain?</i>
XLNT	= excellent
Y	= why
YR	= your
Ur	= your
@	= at

## Wise-Words



Look at for the man who is smaller than you,  
and don't look too high because that is very  
good so that you don't make smaller the  
blessing of God what have favored for you.

*Pandanglah orang yang lebih rendah dari pada dirimu, jangan  
memandang orang yang lebih tinggi, karena yang demikian itu  
lebih baik agar kamu jangan memperkecil karunia Tuhan  
yang telah dianugerahkan kepadamu.*



When religion is banished, human authority  
totters to its fall.

*Apabila agama sudah disingkirkan, nilai pri kemanusiaan  
goncang menunggu jatuhnya.*

# UNIT – XIII

## ROMAN AND ARABIC NUMERAL

Roman	Arabic	Roman	Arabic
I	1	LX	60
II	2	LXV	65
III	3	LXX	70
IV, IIII*	4	LXXX	80
V	5	XC	90
VI	6	XCII	92
VII	7	XCV	95
VIII	8	XCVIII	98
IX	9	IC	99
X	10	C	100
XI	11	CC	200
XII	12	CCC	300
XIII	13	CD	400
XIV	14	D	500
XV	15	DC	600

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\* The alternative IIII is seen only on some clock faces and in the preliminary pages of some books.



XVI	16	DCC	700
XVII	17	DCCC	800
XVIII	18	CM	900
XIX	19	M	1000
XX	20	MC	1100
XXI	21	MCD	1400
XXV	25	MDC	1600
XXIX	29	MDCLXVI	1666
XXX	30	MDCCCLXXXVIII	1888
XXXI	31	MDCCCXCIX	1899
XXXIV	34	MCM	1900
XXXIX	39	MCMLXXVI	1976
XL	40	MCMLXXXIV	1984
L	50	MM	2000
LV	55	MMVII	2007

## Wise-Words



Who is keeping his ears at the cry of the poor,  
he also shall cry himself, but shall not be  
heard.

*Barang siapa yang menyumbat telinganya akan tangisnya  
orang miskin, maka iapun kelak akan berteriak, tetapi tiada  
yang mendengar akan suaranya.*

## UNIT – XII

### HOW TO WRITE AN APPLICATION LETTER

#### (Bagaimana Menulis Sebuah Surat Lamaran Kerja dalam Bahasa Inggris)

**S**urat lamaran kerja merupakan suatu langkah awal proses penerimaan karyawan baru dalam bentuk komunikasi tertulis antara pelamar pekerjaan dengan pihak kedua yang membutuhkan tenaga kerja. Oleh karena itu, pelamar harus berusaha meyakinkan pihak kedua bahwa apa yang ditawarkan sesuai dengan keahlian yang dimiliki.

Ada dua jenis surat lamaran kerja, yakni *solicited application* (surat lamaran yang diminta) dan *unsolicited application* (surat lamaran yang tidak diminta).

**Solicited application**, yakni si pelamar mengirimkan surat lamaran berdasarkan iklan baik di koran, majalah maupun media lainnya. Membuat

surat lamaran model seperti ini tampaknya tidak begitu sukar karena jelas jenis lowongan maupun syarat-syarat yang diminta.

Sedangkan **Unsolicited application**, yakni surat lamaran hanya bersifat spekulasi atau hanya untuk mencoba-coba untuk mendapatkan pekerjaan dari sebuah perusahaan. Membuat surat lamaran model seperti tampaknya sedikit lebih sukar bila dibandingkan dengan **solicited application**, karena lowongan dan persyaratan tidak jelas sehingga pelamar harus lebih berhati-hati dan teliti tentang perusahaan yang akan dituju.

### **TIGA BENTUK CARA PENULISAN**

Ada tiga bentuk cara penulisan/pengetikan surat lamaran kerja. Kita bebas untuk memilih salah satu diantaranya. Bentuk-bentuk yang lazim digunakan dalam penulisan surat lamaran kerja dalam Bahasa Inggris adalah sebagai berikut:

1. **full block style** (bentuk lurus penuh): tidak ada lekukan dan semua alinea lurus ke bawah.
2. **block style** (bentuk lurus): pengetikan setiap alinea masuk ke dalam lima ketuk dan lurus ke bawah.
3. **semi-block style** (bentuk setengah lurus): penempatan bagian-bagian surat berimbang,

tanggal, salam penutup, nama dan tanda tangan di sisi kanan surat.

Sebuah surat lamaran kerja harus memiliki 7 bagian sebagai berikut:

1. sender's address: *alamat pengirim*
2. the date of letter: *tanggal surat*
3. inside address: *alamat yang dituju*
4. salutation: salam *pembuka*
5. the body of letter: *isi surat*, yang terdiri dari:
  - a. opening paragraph: *alinea pembuka*
  - b. message of the letter: *pesan*
  - c. closing paragraph: *alinea penutup*
6. complimentary close: *salam penutup*
7. signature & name: *tanda tangan & nama*.

Coba lihat bagian-bagian sebuah surat lamaran kerja di bawah ini yang disesuaikan dengan nomor dan huruf di atas secara berurutan:

- (1). 52 Jalan Sutomo,  
Phone: (061) – 4526758  
Medan 20236
- (2) January 6, 2007
- (3) The Personnel Manager,  
PT. Prisma Utama  
PO. Box 345  
Jakarta 20347

- (4) Dear sir,
- (5.a) With reference to your advertisement in Waspada Daily of today's issue, I wish to offer myself for the post of Administration staff.
- (5.b) I had a three years experience in the field of office administration as I used to work for PT. Mandiri, a well-known building contractor in Bandung. I am accustomed to doing office work, such as: handling business correspondence, making report, and typing contract agreements etc.
- For your information, I enclose here my curriculum vitae (CV), some important documents regarding my educational background and work experience, and a recent photograph of mine.
- (5.c) I always look forward to an opportunity of an interview in your office. Thank you for your attention.
- (6) Yours faithfully,
- (7) M. Jeffrey Nur

**CONTOH BENTUK SURAT-SURAT  
FULL BLOCK STYLE, BLOCK STYLE DAN  
SEMI-BLOCK STYLE  
DAN TERJEMAHANNYA**

**Application for the post of a secretary  
(full block style)**

43 Jalan Sutomo,  
Phone: (061) – 4537896  
Medan 29237

March 23, 2007

The Personnel Manager,  
Macmahon International , Ltd.,  
43 Lavender Boulevard,  
Jakarta 20267

Dear sir,

Having read your advertisement in yesterday's issue of "Kompas Daily" for the post of a Secretary to the Personal Manager, I am quite interested in the post you offered, and I herewith send my application.

I am 22 years old and have just graduated from Academy of Secretary. I used to work as a typist and a telephone operator for three years. When I was studying at Academy of Secretary , I took a job

training in a foreign company for three months where I got more experiences in handling secretarial duties. Now, I feel I have the necessary qualifications needed to fill the vacancy you offered.

For further information, I enclose herewith my curriculum vitae (CV), a testimonial from my Academy, and a recent photograph of fine.

I hope you will consider my application, and I would be very glad if you could invite me for an interview.

Yours faithfully,  
Nani Anggraini.

*Dengan hormat,*

*Setelah membaca iklan Bapak di harian Kompas kemarin untuk jabatan Sekretaris Manajer Personalia, saya sangat tertarik dengan jabatan yang Bapak tawarkan, dan dengan ini saya kirimkan lamaran saya.*

*Saya berusia 22 tahun dan baru tamat dari Akademi Sekretaris. Saya pernah bekerja sebagai juru ketik dan operator telepon selama tiga tahun. Ketika saya belajar di Akademi Sekretaris, saya pernah mengikuti pelatihan kerja di sebuah perusahaan asing selama tiga bulan sehingga saya mendapat banyak pengalaman dalam menangani tugas-tugas*

*kesekretarisan.*

*Untuk keterangan lebih lanjut, bersama ini saya lampirkan Daftar Riwayat Hidup saya, surat keterangan dari akademi serta selemba foto terbaru saya.*

*Saya harap Bapak akan mempertimbangkan lamaran ini, dan mengundang saya untuk suatu wawancara.*

*Hormat saya,*

*Nani Anggraini.*

**Application for the post of an English  
Teacher ( block style)**

Jalan Gatot Subroto,  
Gang Mawar 21, RT 3/RW 5  
HP: 081376543103  
Medan 20245

April 21, 2007

The Principal,  
Trendy English Institute Plus  
12 Jalan Rakyat,  
Medan 20236

Dear sir,

Referring to your Advertisement for the post of an English teacher in “Analisa Daily” dated April 19, 2007, I am quite interested in the post you



offered.

I graduated from Institute for Teacher's Training (IKIP) majoring English Language last year. When I was studying at the Institute, I have also been teaching English privately from house to house. So, I think the post meets my qualification.

For your consideration, I enclose here my CV, a copy of Teacher's Training Certificate, and a recent photograph.

I hope my application will receive your favorable consideration and that you will give an opportunity of an interview.

Faithfully yours,  
Wulan Retnoningtyas.

*Dengan hormat,*

*Sehubungan dengan iklan Bapak untuk lowongan jabatan seorang guru bahasa Inggris pada Harian Analisa tanggal 19 April 2007, saya sangat tertarik dengan lowongan yang Bapak tawarkan.*

*Saya adalah lulusan IKIP jurusan bahasa Inggris dan lulus tahun yang lalu. Ketika saya kuliah di IKIP, saya telah mengajar bahasa Inggris secara privat dari rumah ke rumah. Jadi, saya kira jabatan tersebut sangat cocok dengan keahlian saya.*

*Untuk pertimbangan Bapak. Saya lampirkan Daftar Riwayat Hidup saya, fotokopi ijazah dan selembarnya foto terbaru saya.*

*Harapan saya Bapak akan mempertimbangkan lamaran ini, dan mengundang saya untuk suatu wawancara.*

*Hormat saya,  
Wulan Retnoningtyas.*

**Application for the post of accounting staff  
(semi-block style)**

52 Jalan Bolakaki,  
Phone: (0622) – 21380  
Pematangsiantar.

May 30, 2007

The Personnel Manager,  
Bank Intercontinental  
191 Cosmopolitan Avenue,  
Jakarta 12109

Dear sir,

I send this application in response to your advertisement in today's issue of "Jakarta Post" for the post of an Accounting Staff you offered.

I have just graduated from Academy of Banking majoring Accounting. I used to work as a bookkeeper for two years and I am also familiar with

administration work, such as business correspondence. I can operate computer and can speak English actively too.

For further consideration, I enclose here my CV, the copies of some important document, and a recent photograph.

I am very grateful for your kind attention, and I hope you will give me an opportunity of an interview.

Yours faithfully,  
Salsabillah

*Dengan hormat,*

*Saya mengirimkan surat lamaran ini untuk menanggapi iklan Bapak di Harian Jakarta Post pada hari ini untuk jabatan Staf Akuntansi yang Bapak tawarkan.*

*Saya baru saja tamat dari Akademi Perbankan jurusan Akuntansi. Saya pernah bekerja sebagai seorang penata buku selama dua tahun dan saya mengenal pekerjaan kantor seperti korrespondensi niaga. Saya bisa mengoperasikan komputer dan menguasai bahasa Inggris secara aktif.*

*Sebagai bahan pertimbangan Bapak selanjutnya, saya lampirkan Daftar Riwayat Hidup saya, salinan*

*beberapa dokumen penting dan selebar foto terbaru saya.*

*Saya sangat berterima kasih atas perhatian Bapak, dan harapan saya Bapak dapat memberikan kesempatan bagi saya untuk suatu wawancara.*

*Hormat saya,  
Salsabilah*

**Catatan:**

Cara penulisan tanggal:

British Style: 23 July 2007 atau 23<sup>rd</sup> July 2007.

American Style: July 23, 2007 atau July 23<sup>rd</sup>, 2007.

**Yours faithfully**, atau **Faithfully yours**, (letakkan tanda koma sesudahnya) atau:

**Yours truly**, atau **Truly yours**,

**BEBERAPA CONTOH OPENING  
PARAGRAPH (ALINEA PEMBUKA)**

Di bawah ini anda bisa memperhatikan beberapa contoh ungkapan baku untuk alinea pembuka dengan beberapa cara serta variasi yang bisa digunakan sesuai dengan kebutuhan anda (Beginning the letter):

1. With reference to your advertisement in *the Jakarta Post* of 25 February 2007, I wish to

apply for the post of Export Sales Manager in your company.

*Berkenaan dengan iklan anda pada Harian The Jakarta Post tanggal 25 Februari 2007, saya ingin sekali melamar untuk jabatan Manajer Sales Ekspor di Perusahaan anda.*

2. In reply to your advertisement in....

*Menanggapi iklan anda di....*

3. In response to the vacancy you offered for the post of.... as advertised in...., I would like to apply for the post.

*Menanggapi lowongan yang anda tawarkan untuk jabatan.... sebagaimana yang diiklankan di...., saya ingin sekali melamar untuk jabatan tersebut.*

4. I have seen your advertisement in....and I would like to apply for the post of....

*Saya telah melihat iklan anda di....dan saya ingin sekali melamar jabatan....*

5. I send this application in response to your advertisement in...., of Jan 30, 2007 for the post of....

*Saya kirimkan lamaran ini untuk merespon iklan anda pada...., tanggal 30 Januari 2007 untuk jabatan....*

**BEBERAPA CONTOH ALINEA PEMBUKA  
SURAT LAMARAN YANG DITULIS  
BERDASARKAN INFORMASI DARI  
SESEORANG.**

1. I was informed by Mr. Munte, a friend of my brother who works for your company that you need some new Salesmen, I herewith take the liberty of tendering my application.

*Saya diberitahu oleh Bapak Munte, seorang teman saudara saya yang bekerja di perusahaan Bapak bahwa Bapak membutuhkan beberapa Tenaga Penjual baru, dengan ini saya memberanikan diri untuk mengajukan lamaran saya.*

2. I recently heard from Mrs. Jane, one of your marketing staffs, that there is a vacancy for the post of a Translator in your firm, I herewith send my application and I would like to be considered for the vacant post.

*Baru-baru ini saya mendengar dari Ibu Jane, yakni salah seorang staff Bapak, bahwa ada lowongan untuk jabatan Penterjemah di Perusahaan Bapak, dengan ini saya mengirimkan lamaran saya dan semoga Bapak dapat mempertimbangkan saya untuk lowongan tersebut.*

3. I heard from one of your employees in the Marketing Department that you still need a Secretary, I take this opportunity to apply the post.

*Saya mendapat kabar dari salah seorang*

*karyawan anda di Bagian Pemasaran bahwa anda masih membutuhkan seorang Sekretaris, dalam kesempatan ini, saya mencoba untuk melamar jabatan tersebut.*

**BEBERAPA CONTOH ALINEA PEMBUKA  
SURAT LAMARAN YANG DITULIS TIDAK  
BERDASARKAN INFORMASI ATAU  
UNSOLICITED  
(BERSIFAT COBA-COBA)**

1. I would like to apply for the post of a Receptionist in your company, may my qualification meet the requirements you need for the post of I mention above.
2. I herewith take the liberty of tendering my application and may my educational background and qualification meet your requirements for the post of an Administrative Staff in your firm.
3. I send this application and would like to be considered for the post of an English Teacher in your school/course.

**TENTANG PEMBERITAHUAN  
PENGALAMAN, UNGKAPAN-UNGKAPAN  
BERIKUT SERING DIGUNAKAN:**

I am currently working as.....

I have a lot of experience in.....

I am familiar with.....

I am responsible for.....

I have a working knowledg of....

I have reading knowledge of.....

My current salary is.....

## **CLOSING PARAGRAPH**

### **(ALINEA PENUTUP)**

1. I would be glad to meet you for an interview and look forward to having your response.

*Saya sangat senang bertemu dengan Bapak untuk suatu wawancara dan saya menunggu tanggapan dari Bapak.*

2. I will be pleased to attend for interview on....

*Saya akan senang sekali menghadiri wawancara tentang/mengenai...*

3. I would be very grateful if you could give me an opportunity of an interview.

*Saya sangat berterima kasih jika Bapak memberi saya suatu kesempatan wawancara.*

4. I always look forward to an opportunity of an interview in your office.

*Saya selalu menunggu kesempatan untuk wawancara di kantor Bapak.*

5. I shall be highly obliged if you could consider me for the post in your company.

*Saya sangat berterima kasih jika Bapak memper-*



*timbangkan saya untuk jabatan yang ada di perusahaan Bapak.*

6. I trust you will grant me the favor of an interview in your office.

*Saya percaya Bapak akan memberi saya suatu kebaikan hati untuk suatu wawancara di kantor Bapak.*

## **BAGAIMANA CARA MEMBUAT CURRICULUM VITAE**

How to Write A Curriculum Vitae (CV) in English  
(Bagaimana Menulis Sebuah Daftar Riwayat Hidup  
dalam Bah. Inggris)

Untuk melamar sebuah pekerjaan biasanya kita akan menulis sebuah surat lamaran kerja (*Application Letter*) yang kadang-kadang diminta dalam Bahasa Inggris. Bagaimana cara menulis surat lamaran kerja yang baik, di atas telah diberikan contoh-contoh bagaimana cara menulis surat lamaran kerja dimaksud. Anda juga dapat membeli buku-buku tentang cara berkorrespondensi tersebut di toko-toko buku terdekat.

Tidak jarang “Surat Lamaran Kerja” harus dilampiri CV atau Curriculum Vitae/Daftar Riwayat Hidup. CV harus menunjukkan hubungan/relevansi antara latar belakang pelamar dan jenis pekerjaan yang ditawarkan. CV harus berisikan empat bagian antara lain: **(1) Data Pribadi (*Personal Data*)**

seperti; nama lengkap (*full name*), umur (*age*), tempat & tanggal lahir (*place & date of birth*), jenis kelamin (*sex*), status pernikahan/perkawinan (*marital status*), alamat rumah (*home address*), nomor telephone (*phone number*). **(2). Latar Belakang Pendidikan (*Educational Background*).** **(3). Pengalaman Bekerja (*Work Experience*).** **(4). Minat Khusus (*Special Interest*)** seperti; hobbi (*hobbies*), aktivitas (*activities*), keahlian khusus (*special skill*), kemampuan berbicara dalam bahasa asing (*language proficiency*).

Sekali lagi diingatkan, jika anda ingin menulis CV dalam Bahasa Inggris, jangan sekali-kali menggunakan formulir “Daftar Riwayat Hidup” versi Bahasa Indonesia yang banyak dijual di mana-mana. Mungkin saja daftar riwayat hidup anda panjang, anda boleh saja menambah lembaran kertas dan jangan menulisnya di balik kertas pada halaman pertama tapi tulislah pada lembaran baru berikutnya. Model tulisan terserah dengan penulis. Berikut ini contoh Daftar Riwayat Hidup (CV) dalam versi Bahasa Inggris:<sup>1</sup>

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<sup>1</sup>The following sample is adapted from, Dhanny R. Cyssco, *English for Applicants* (Jakarta: Pustaka Pemb. Swadaya Nusantara), pp. 60-61, Also see, B.A. Phythian, *Correct English* (Jakarta: Kesaint Blanc Visipro, 1995, p. 286.

## **CURRICULUM VITAE**

### **Personal Data**

Full-Name : .....  
Sex : .....  
Place & Date of Birth : .....  
Marital Status : .....  
Nationality : .....  
Health : .....  
Height : .....  
Weight : .....  
Address : .....  
Telephone Number : .....

### **Education**

a. Formal : 1.....  
2.....  
3.....  
4.....  
b. Non-formal : 1.....  
2.....  
3.....

Proficiency in Languages : 1..... 2..... 3.....

## **Work Experience**

Company Position Length of Service

1..... from.....to.....

2..... from.....to.....

## **Job Training**

1.....

2.....

## **Seminars**

1.....

2.....

3.....

## **Extracurricular Activity**

1. Active participant in some social organizations.

2.....

## **Other Interests**

Reading, Swimming and Travelling

## **Salary**

Can be discussed at interview

## **Reference**

Will be provided upon request.

## **CURRICULUM VITAE**

### **Personal Data**

Full-Name : *Rachel Mariam, SH.*  
Sex : *Female<sup>2</sup>*  
Place & Date of Birth : *Bandung, 30 May 1978*  
Marital Status : *Single/Unmarried<sup>3</sup>*  
Nationality : *Indonesia*  
Health : *Excellent/Good*  
Height : *165 cm.*  
Weight : *45 Kg.*  
Address : *Jalan Marelan Raya 3*  
*Medan 20236*  
Telephone Number : *Home : (061)-4526758*  
HP : *081361747210*

### **Education**

- a. Formal : 1. *Elementary School (1984)*  
              2. *Junior High School (1987)*  
              3. *Senior High School (1990)*  
              4. *Undergraduate (S-1) Law Faculty (1994)*  
b. Non-formal : 1. *General English Course –*  
                      *Advanced Diploma (1992)*

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<sup>2</sup>If man, write down “male”

<sup>3</sup>If have married, write down “married”

2. *Microsoft Word Office (2000)*

3.....

Proficiency in Languages : 1. *English (active)*. 2. *Japanese (active)*. 3. *Dutch (passive)*

### **Work Experience**

Company Position Length of Service

1. *Trendy English Inst. Secretary from 1995 up to 2002*
2. *Buyung Nasution Law-Office. Secretary from 2002 up to now.*

### **Job Training**

1. *Law -Enforcement Training at Provincial Police Department Medan 1993.*
2. *Job-training for three months at Medan District Court 2001.*

### **Seminars**

1. *Participant at National Seminar on Law-Enforcement in Reformation Era, Emerald Garden Hotel, June 2003.*
2. *Presenter at National Seminar on The Role of Lawyers in Reformation Era in North-Sumatra, Students' Hall UMSU, July 2003.*
3. *Participant at International Seminar on The Empowerment of Wakaf & Zakat in Developing Islamic Community, Garuda Plaza Hotel, 2002.*

### **Extracurricular Activity**

1. *Active participant in some social organizations as; ISHI and YLBHI.*
2. ....

### **Other Interests**

*Reading, Swimming, Hiking and Traveling*

### **Salary**

*Can be discussed at interview*

### **Reference**

*Will be provided upon request.*

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### **Wise-Words**



Where there is a will, there is always a way

*Dimana ada kemauan, pasti selalu ada jalan*



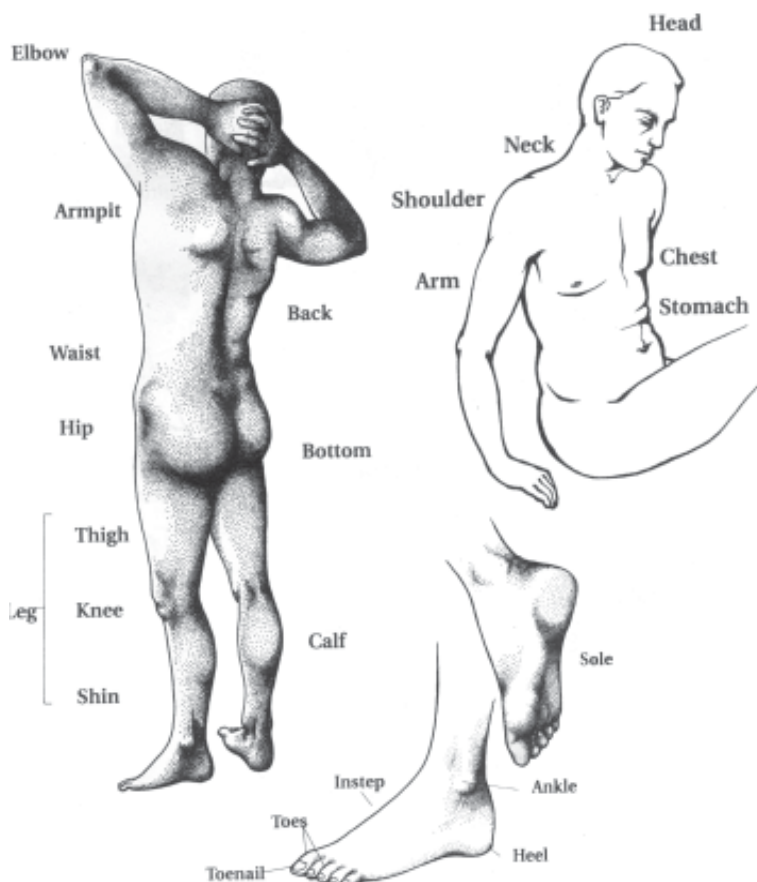
Ask not what your country can do for you, ask  
what you can do for your country.

*Jangan tanya apa yang dapat diberikan negara padamu, tapi  
tanyalah apa yang dapat kamu berikan/sumbangkan kepada  
negaramu.*

# UNIT XV

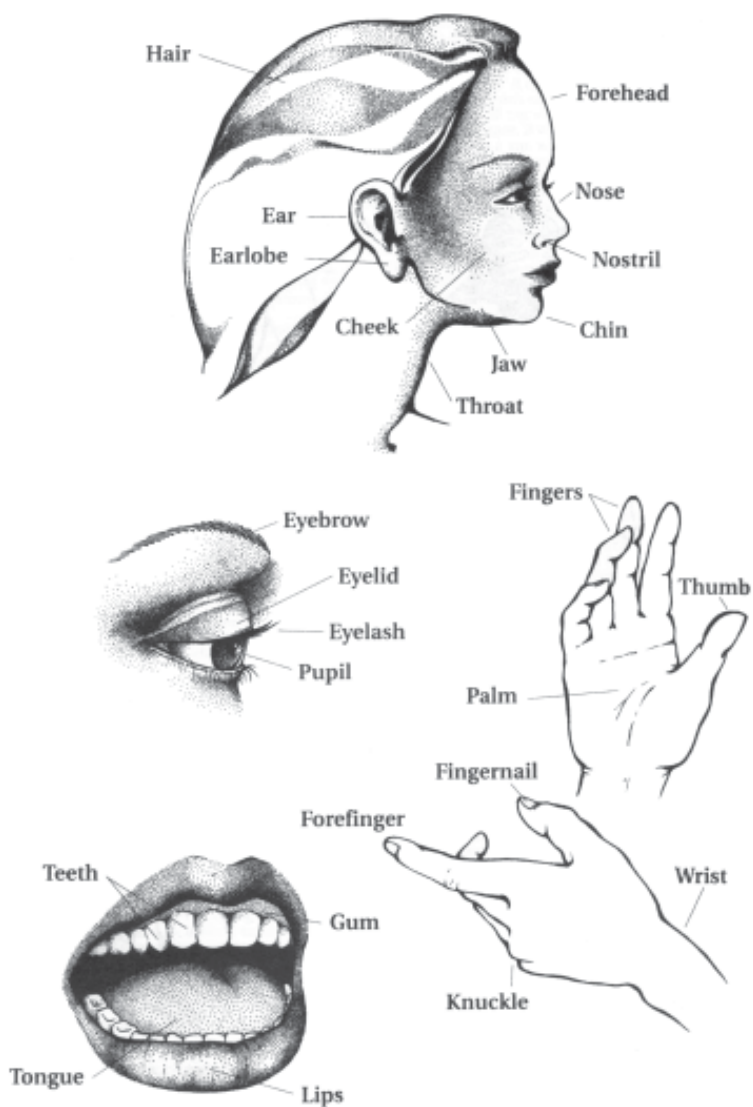
## ILLUSTRATIONS

### Human Body





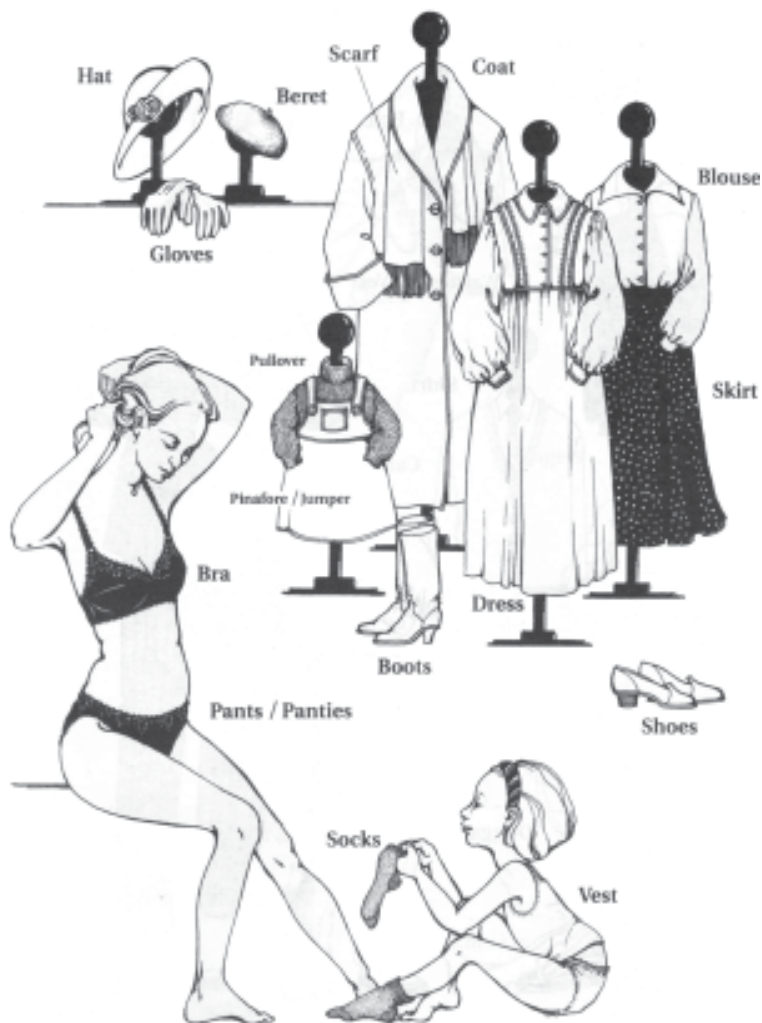
## Human Body



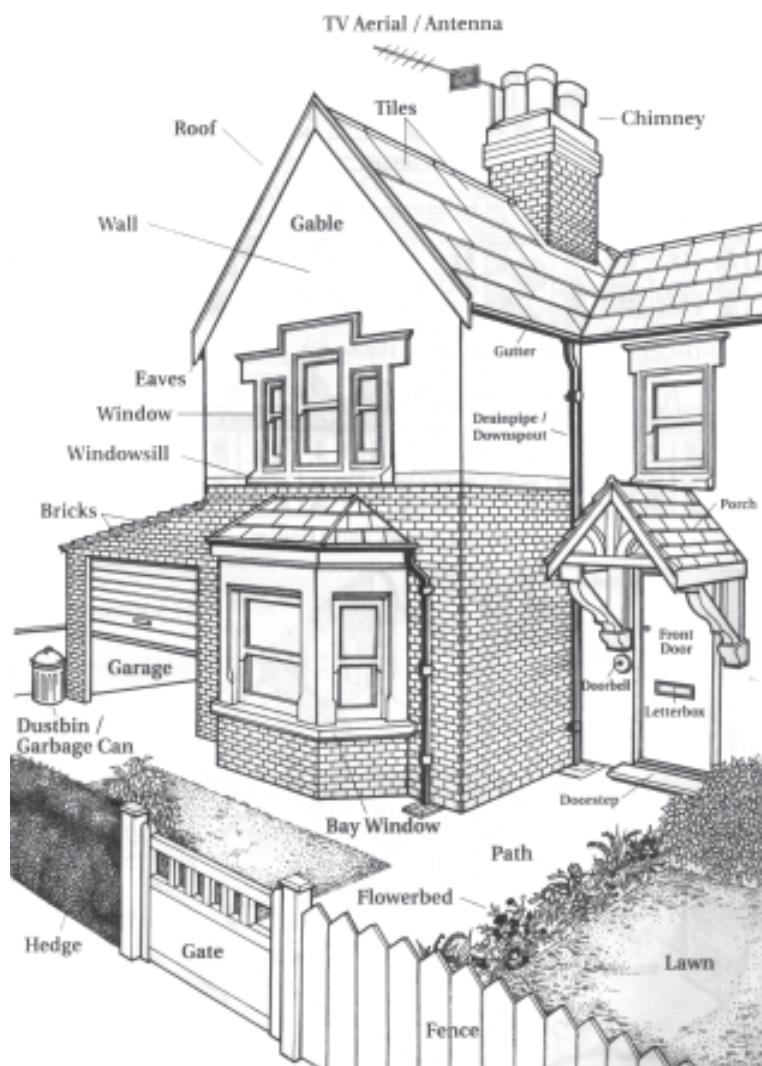
## Clothes



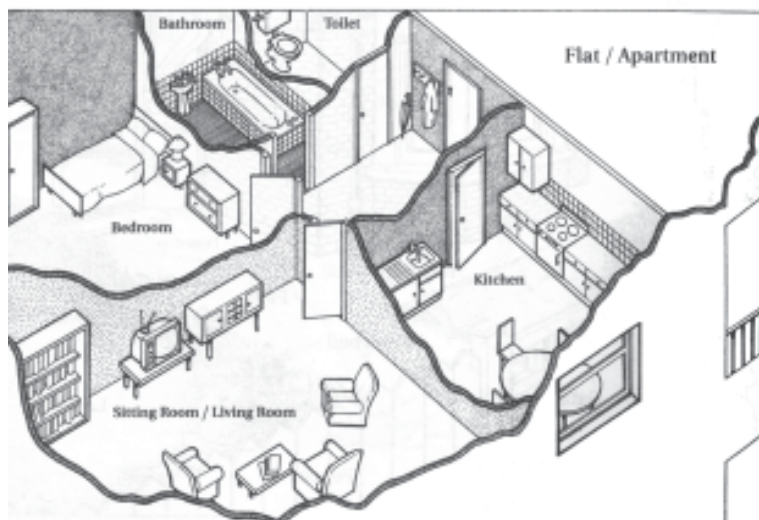
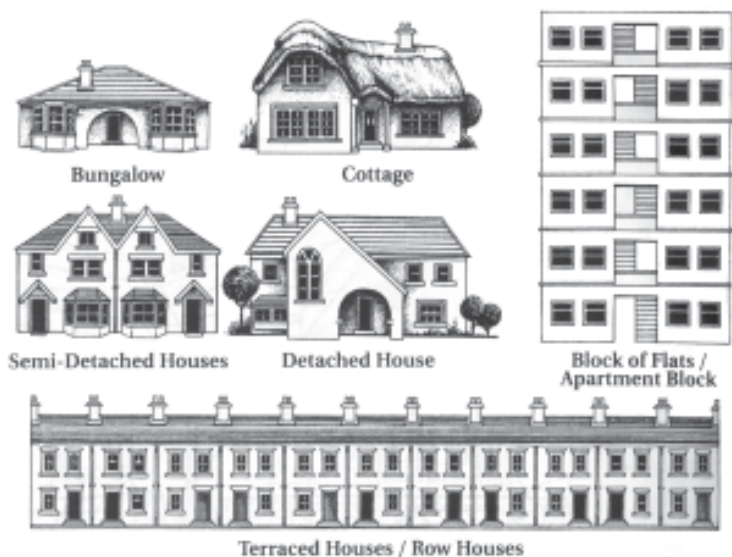
## Clothes



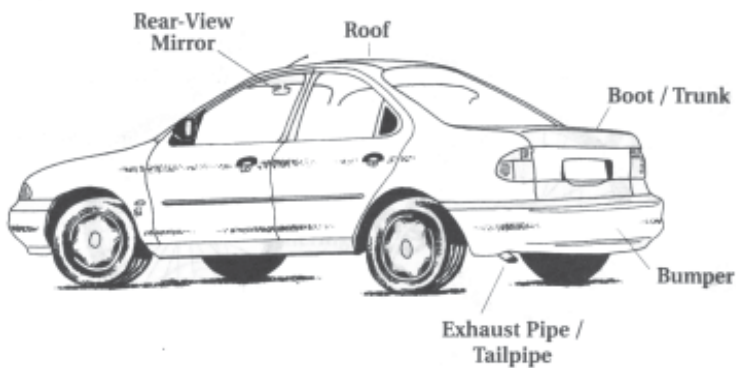
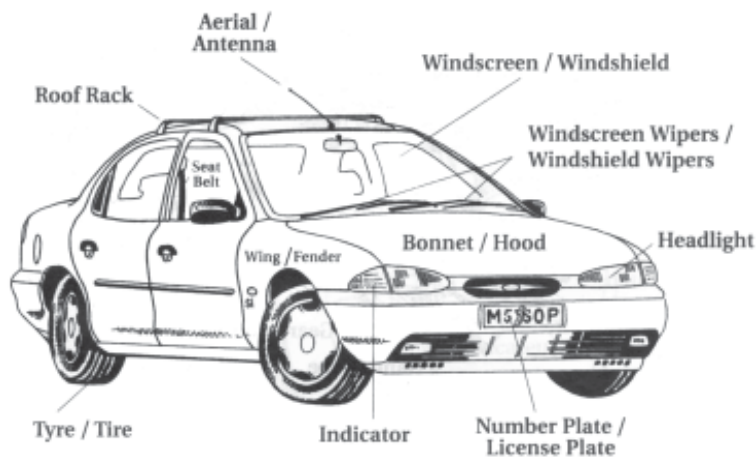
## House and Flat



## House and Flat

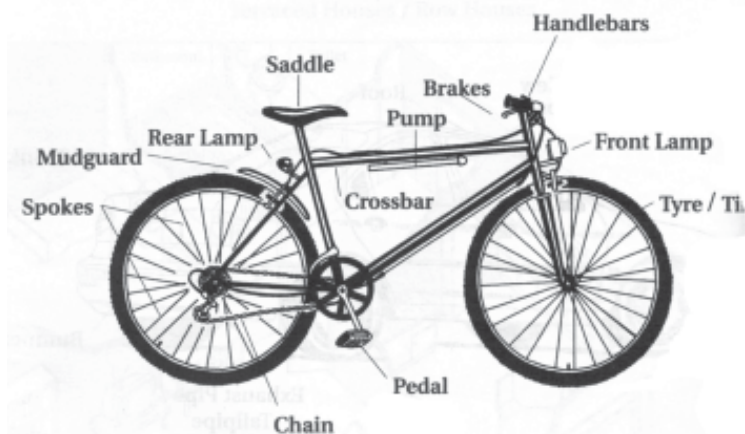
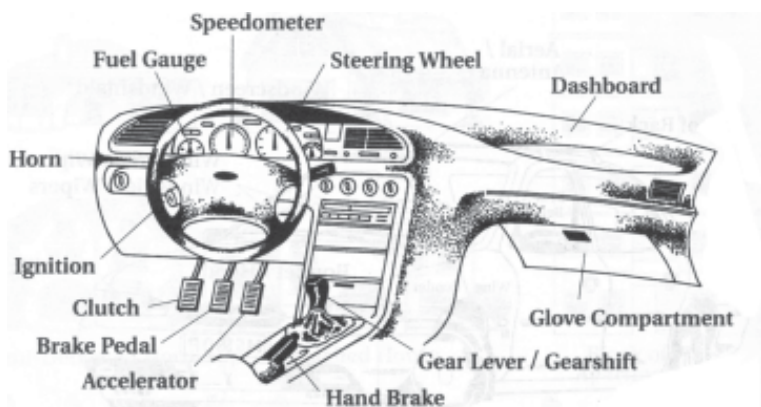


## Car and Bicycle

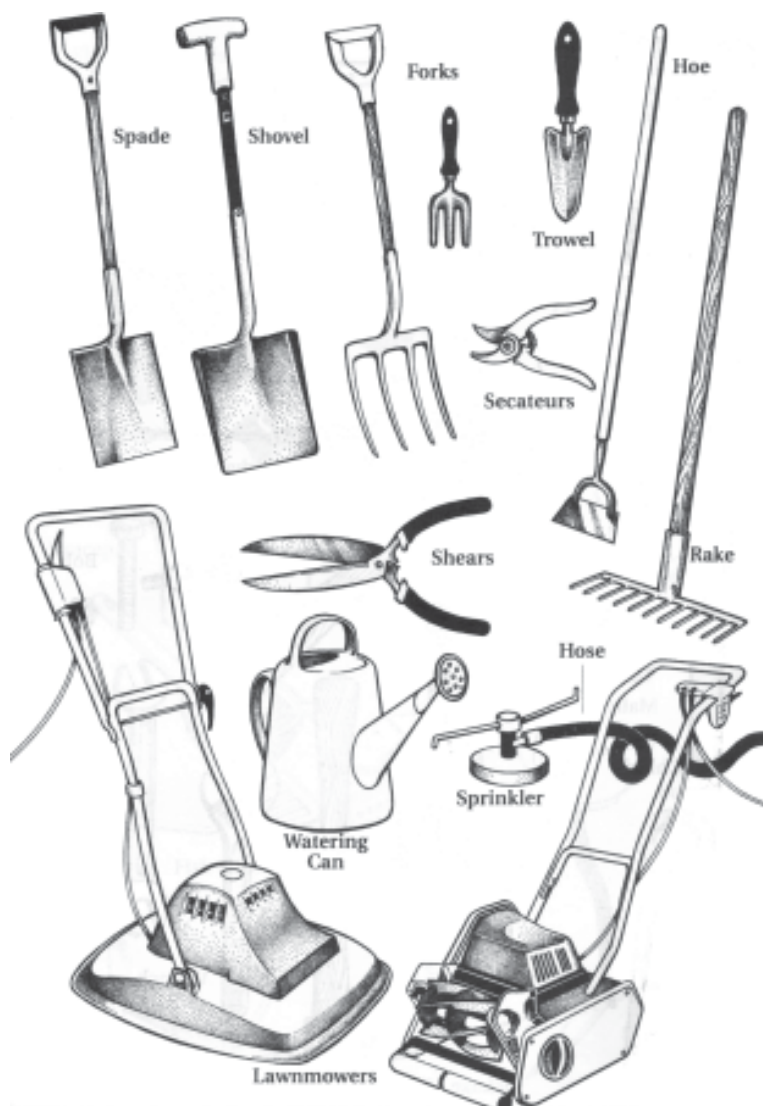




## Car and Bicycle

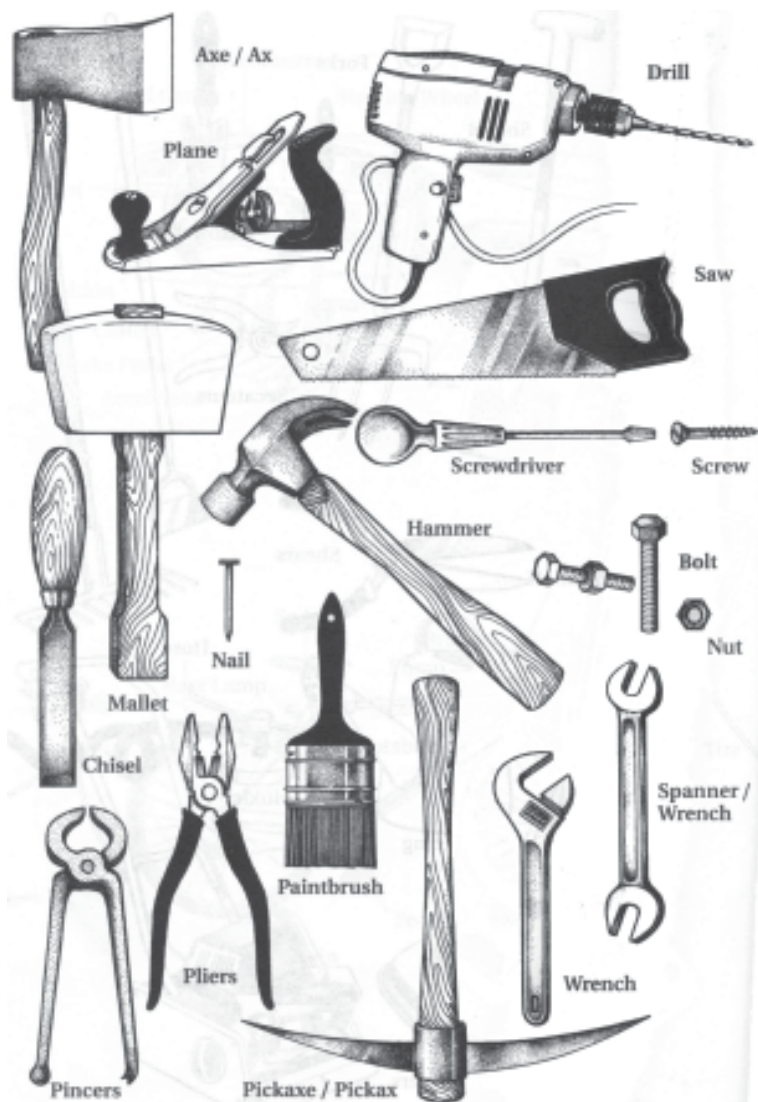


## Tools





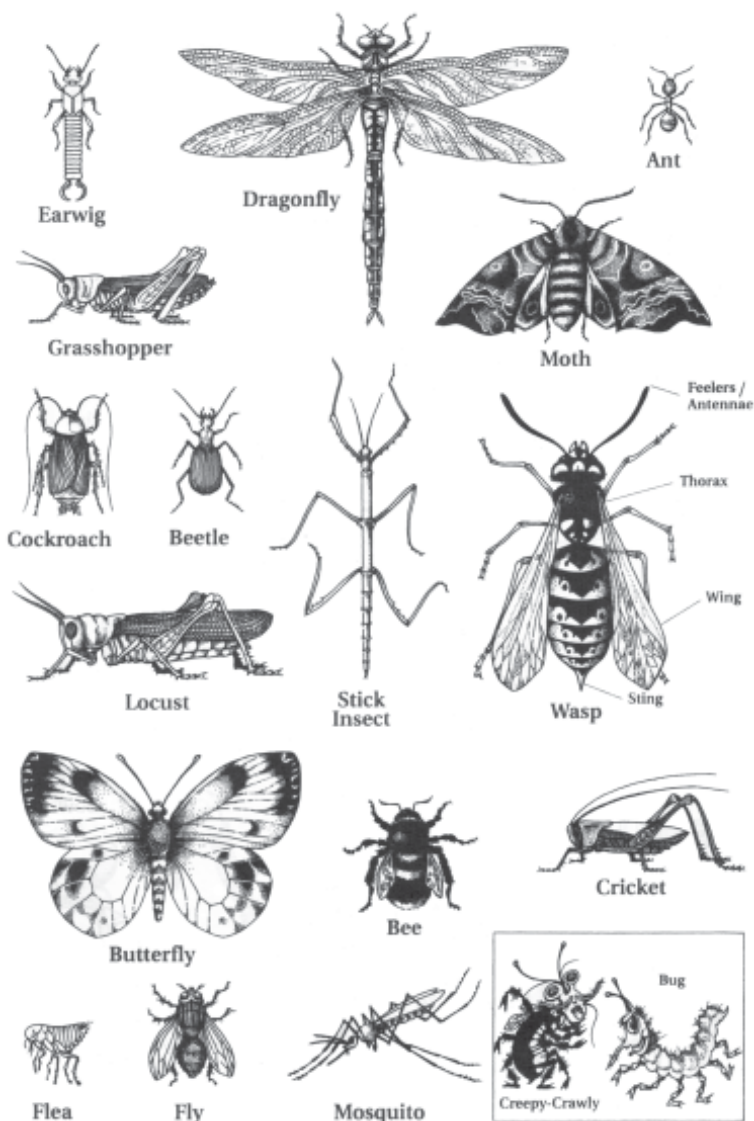
## Tools



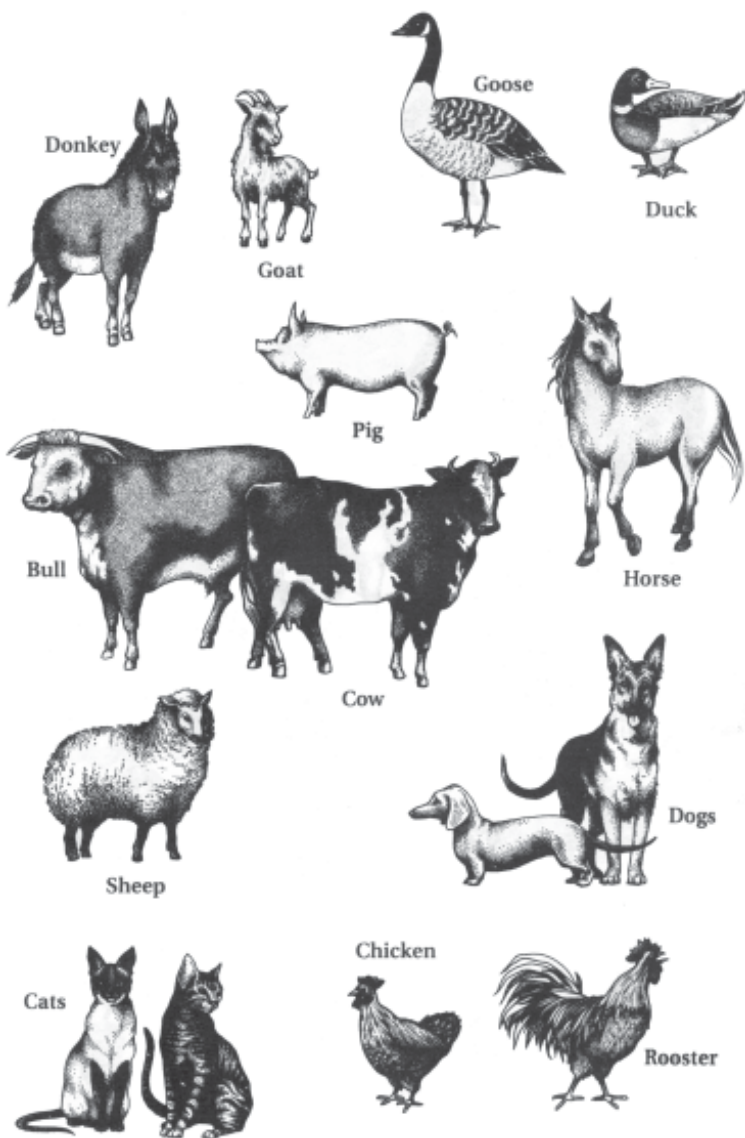
## Kitchen Utensils



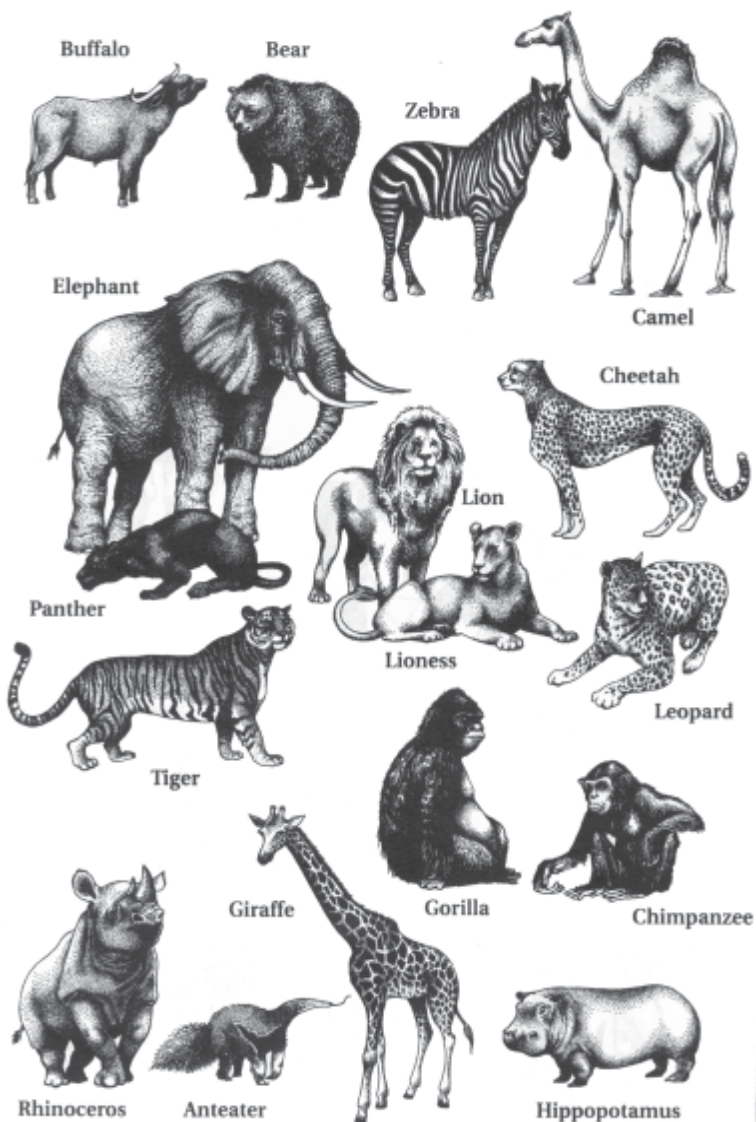
## Insects



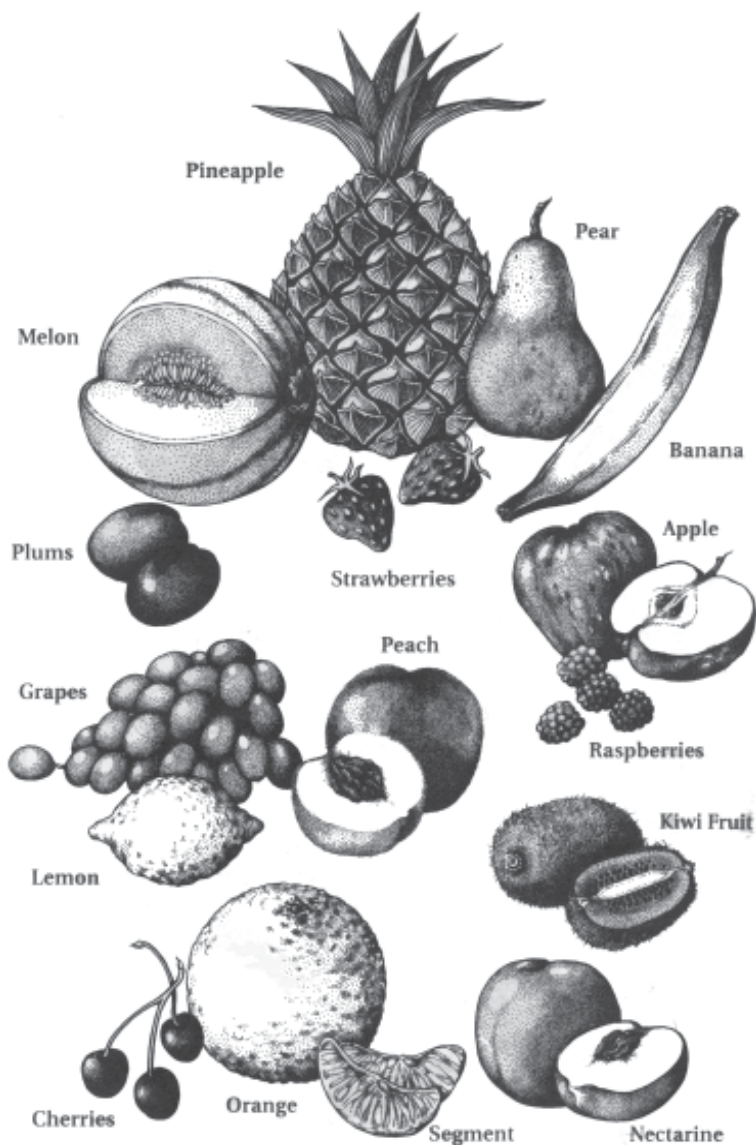
## Animals



## Animals



## Fruit

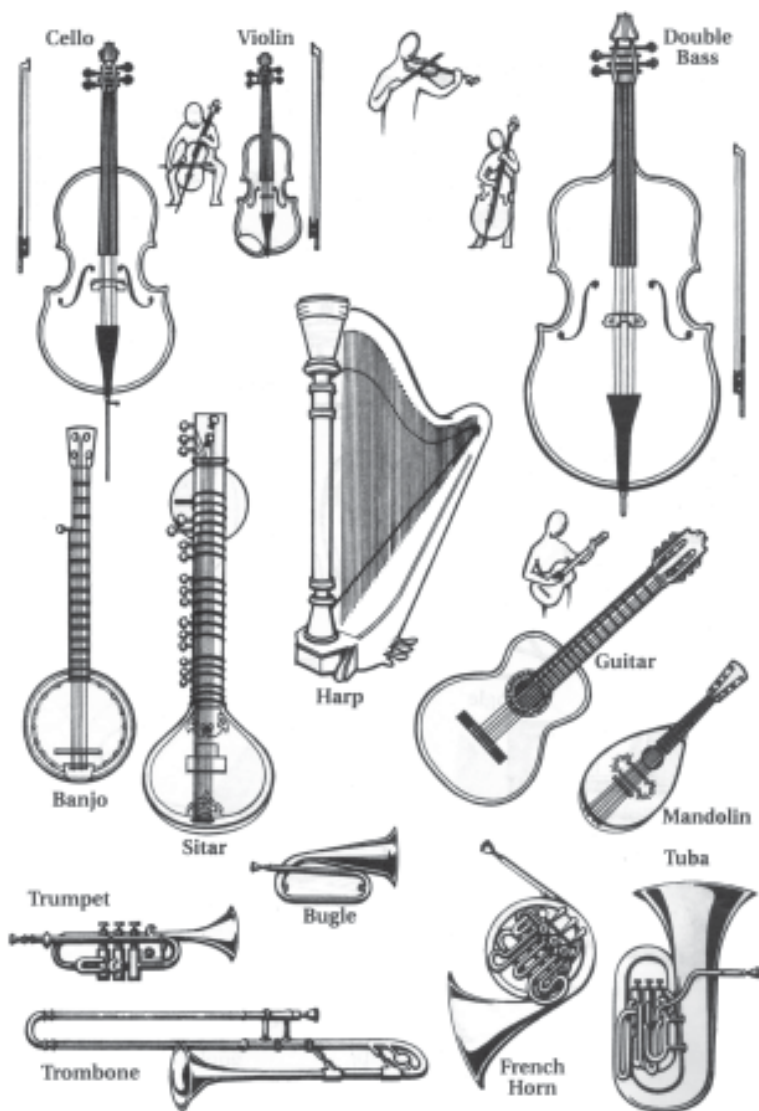




## Vegetables

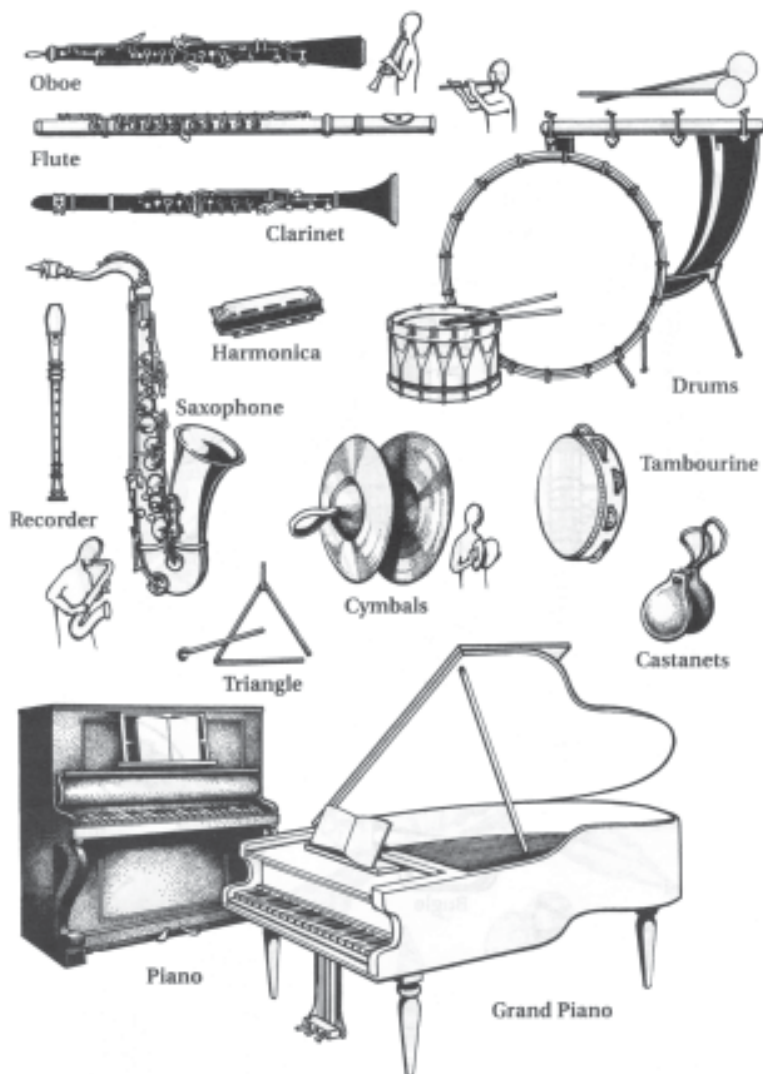


## Musical Instruments

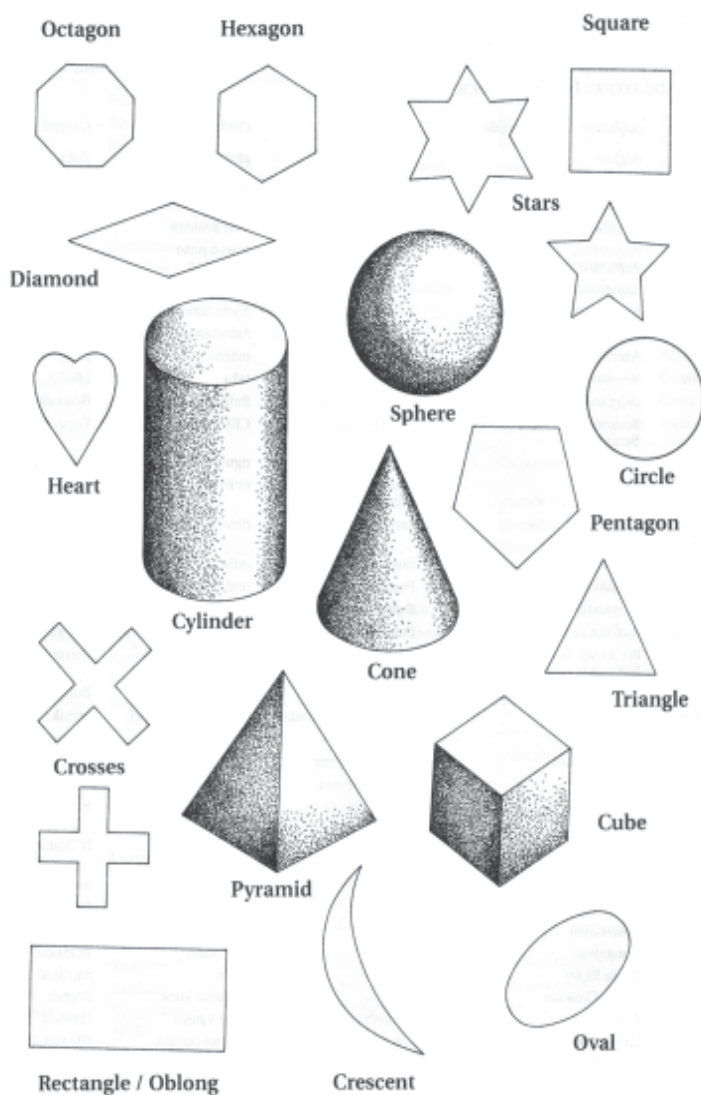




## Musical Instruments



## Shapes



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